

Fall 2006  
Utilization of Instructional Space



*The rising STAR of Texas*<sup>TM</sup>

A Member of the Texas State University System

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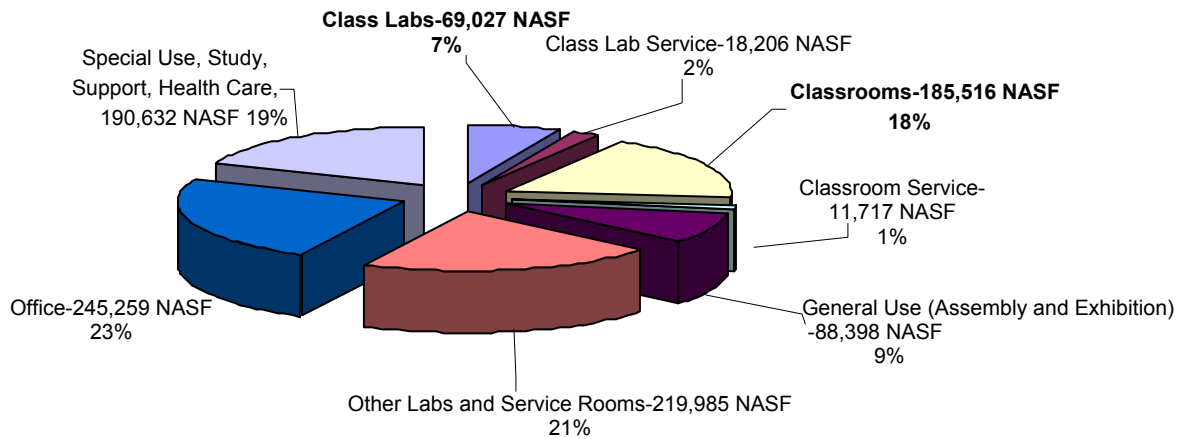
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## OVERVIEW

The fall 2006 Utilization of Instructional Space report examines the scheduled use of the primary teaching facilities at Texas State University-San Marcos. Analyzing a room's utilization rate will help determine if it's being scheduled for classes or labs to its maximum potential from a time management viewpoint. Weekly instructor-to-student contact hours are totaled for each specifically designated classroom and class lab identified in the university's facilities inventory, using methodology established by the Texas Higher Education Coordinating Board (THECB). In addition, Student Station Occupancy rates (SSO) are calculated for each classroom and class lab to help determine if a room is being used to its maximum potential from a seating capacity perspective. This report provides a room by room investigation of the course section data used by the THECB to ascertain the university's overall utilization rates.

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 2,891,596 net assignable square feet (NASF) of which 1,028,743 NASF is classified as instructional. Classrooms and class labs (238 rooms) comprise nearly one-fourth of the instructional NASF; 254,544 of 1,028,743 NASF. While other types of space, such as academic support (library), student services and research are also highly utilized, their use is not examined in detail in this report because these rooms are not scheduled in the same manner as classrooms and class labs. Graph 1 provides details about the overall net assignable square feet and classification of instructional space at Texas State.

**Graph 1: Instructional Space Net Assignable Square Feet by Type of Facility**



For this analysis, utilization refers to the number of contact 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

Texas State has 173 designated classrooms (152 on main campus and 21 at Round Rock) and 65 designated class labs (all on main campus) on record for fall 2006. 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.

The data used to calculate utilization rates is obtained from the university's CBM005-Building and Room Report and CBM011-Room Record Report for fall 2006. Only the classes assigned to a specific room for a definite day(s) and time of the week are included in the CBM005. Contact hours are removed from the 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 course hours are also removed from the calculations 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 detail in the section of the appendix entitled "Process."

Course enrollment data used to calculate Student Station Occupancy (SSO) is obtained from the CBM004-Class Report which includes only classes in Coordinating Board approved courses for resident credit, whether the class is on-campus or off-campus. Students who withdraw on or before the 12<sup>th</sup> day are not included. The process used to calculate SSO is explained on in the Executive Summary (page 6).

## EXECUTIVE SUMMARY

**Contact Hours-** In total, 4839 Coordinating Board approved course sections were scheduled by Texas State during the fall 2006 semester (CBM004 - Class Report). The following table uses 3621 course sections listed in the CBM005-Building and Room Report (on-campus classes assigned to specific room for definite day(s) and time). There were 1218 sections scheduled on-campus that were not assigned a room, day and time and therefore omitted from the utilization calculations.

As indicated in the CBM005 report, 11,337.2 contact hours were scheduled in 419 different rooms, in 38 buildings on main campus and at the Avery Building in Round Rock. From this total, 1059.2 stacked hours and 2080.3 hours taught in a room not designated as a classroom or class lab are subtracted, resulting in 8197.7 contact hours used to calculate room utilization. More specifically, 6012.9 contact hours were offered in the 173 designated classrooms and 2184.8 hours were offered in the 65 designated class labs for fall 2006.

**Table 1: On-campus Instructional Hours and Sections, Fall 2006 and Fall 2005**

	Fall 2006 Contact Hours	Sections 2006	Fall 2005 Contact Hours	Sections 2005	05 to 06 Comparison
Total instructional hours (CBM005 Report)	11,337.2	3621	11,336.1	3578	+1.1 Hours +43 Sections
Stacked hours	1059.2	273	1247.4	328	-188.2 Hours -55 Sections
Taught in rooms not designated as classrooms or class labs	2080.3	693	1622.2	536	+458.1 Hours +157 Sections
Total instructional hours used in this report	8197.7	2655	8466.5	2714	-268.8 Hours -59 Sections
Instructional / contact hours offered in 173 classrooms	6012.9	2020	6467.7	2156	-454.8 Hours -136 Sections
Instructional / contact hours offered in 65 class labs	2184.8	635	1998.8	558	+186 Hours +77 Sections

Table 1 reveals that 43 more sections were offered on-campus and stacked hours decreased 188.2 hours between fall 2005 and fall 2006. These slight increases did not raise classroom utilization. The utilization rate for classrooms dropped 1.8 percentage points (Table 2). The drop is mainly attributed to an increase in the number of courses scheduled in rooms that are not designated classrooms. This was partially caused by changes to the facilities inventory (see Utilization of Primary Teaching Facilities and Student Station Occupancy p. 8).

Class lab utilization also decreased from fall 2005 to fall 2006 (Table 3). The drop is mainly attributed to a net increase of 8 class labs. The increase in the number of class labs lead to a 13.7% increase in the number of sections offered in designated class labs.

The average weekly hours of scheduled instruction for classrooms at Texas State for the fall 2006 semester are 34.6 contact hours (91.1% of the Coordinating Board standard for classrooms). Texas State ranks seventeenth in the State. Notably only two institutions achieved utilization rates higher than the standard; The University of Texas at San Antonio and Texas A&M International. If the Avery Building in

Round Rock is removed from the calculations, Texas State's average for classroom instructional hours would be 37.8 hours (99.5% of the Coordinating Board standard).

The average weekly hours of instruction for class labs at Texas State for the fall 2006 semester are 33.5 hours (134.0% of the Coordinating Board standard for class labs). Texas State is ranked 2nd in the State for class lab utilization. Texas A&M International is first.

**Table 2: Campus Wide Classroom Utilization (1999-2006)**

Year	Number of Designated Classrooms	Average (50 Min) Hours Per Classroom	% Of CB Utilization Standard
Fall 2006	173	34.6	91.1
Fall 2005	182	35.5	93.4
Fall 2004	164	38.4	101.0
Fall 2003	170	39.7	104.5
Fall 2002	164	41.4	108.9
Fall 2001	164	41.7	109.7
Fall 2000	166	41.3	108.6
Fall 1999	172	38.9	102.4

**Table 3: Campus Wide Class Lab Utilization (1999-2006)**

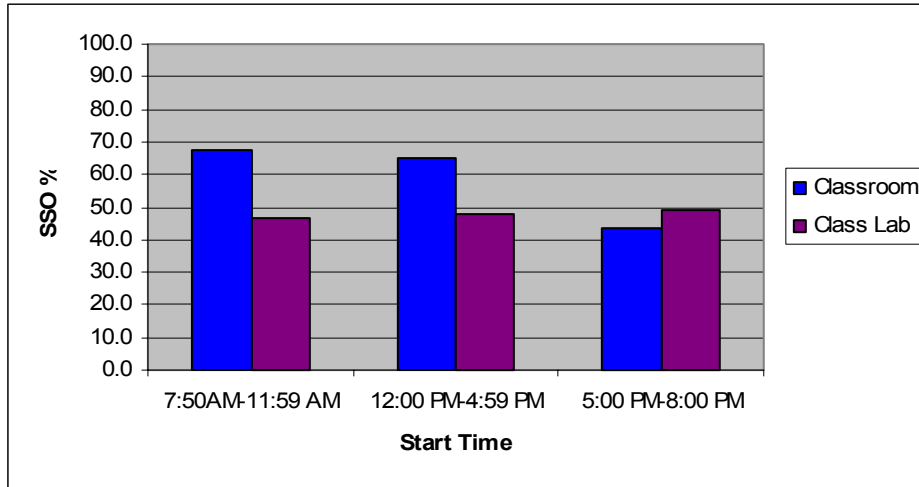
Year	Number of Designated Class Labs	Average (50 Min) Hours Per Class Lab	% Of CB Utilization Standard
Fall 2006	65.45*	33.5	134.0
Fall 2005	57.45*	34.7	138.8
Fall 2004	60.45*	30.2	120.8
Fall 2003	56	31.76	127.0
Fall 2002	64	34.8	139.2
Fall 2001	63	34.8	139.2
Fall 2000	46	28.0	112.0
Fall 1999	47	31.6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

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

**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. SSO is calculated by dividing the total number of students enrolled for all courses scheduled in a specific room by the total available seats for all sections in that room. A review of the fall 2006 data indicates a 63.4% student station occupancy rate for classrooms and a 47.5% SSO for Class Labs. A national survey conducted by Paulien & Associates, Inc. in 2003 reports the average SSO percentage is 64% indicating that Texas State has a SSO percentage lower than the national average.

Graph 2 (page 7) illustrates SSO by course start time for the morning, afternoon and evening periods. See Table 10: Distribution of Course Sections, Average Contact Hours and Student Station Occupancy by Classroom Seating Capacity for additional SSO Information.

**Graph 2: Fall 2006 Student Station Occupancy Rates by Course Start Time**



## **UTILIZATION OF PRIMARY TEACHING FACILITIES and STUDENT STATION OCCUPANCY**

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. The Coordinating Board standard for classrooms is 38 hours of scheduled instruction per week. There were 182 classrooms in fall 2005. The following changes to the classroom inventory were made for fall 2006 (net result is 173 classrooms).

- Academic Services Building South 315 reclassified to an assembly room
- Avery Building 419, reclassified to a meeting room
- Derrick Hall 111, converted to a conference room
- Derrick Hall 114, converted to a computer lab
- Derrick Hall 117, converted to a non class lab (research)
- Derrick Hall 118, out of service (alteration area)
- Derrick Hall 119, out of service (alteration area)
- Derrick Hall 120, out of service (alteration area)
- Derrick Hall 240, out of service (transferred to Aerospace Studies)
- Derrick Hall 324, out of service (transferred to Aerospace Studies)
- Derrick Hall 335, out of service (transferred to Aerospace Studies)
- Derrick Hall 337, out of service (transferred to Aerospace Studies)
- Emmett & Miriam McCoy Hall opened with 17 classrooms (+)
- Evans Liberal Arts 315, reclassified to a class lab
- Family & Consumer Sciences 132 reclassified to a class lab
- Flowers Hall 230, reclassified to a meeting room
- Health Professions 141, new classroom (+)
- Health Professions 143, new classroom (+)
- Health Professions 230, new classroom (+)
- Health Professions 231, new classroom (+)
- Health Professions 233, new classroom (+)
- Health Professions 231-A, remodeled (combined with 231-B)
- Health Professions 231-B, remodeled (combined with 231-A)
- Health Professions 234
- Hines Academic Center 101, remodeled (combined with 102) and reclassified to a special class lab
- Hines Academic Center 201, reclassified to a meeting room
- Hines Academic Center 202, reclassified to a meeting room
- Joann Cole Mitte Art 2118, reclassified to a meeting room
- Jowers Center A204, reclassified to a class lab
- Jowers Center A205, reclassified to a class lab
- Jowers Center A206, reclassified to a class lab
- Jowers Center A209, reclassified to a meeting room
- Jowers Center A211, reclassified to a class lab
- Music 122, reclassified to a special class lab
- Music 123, reclassified to a special class lab
- Psychology 306, reclassified to a classroom (+)
- Theatre Center 108, reclassified to a special class lab
- Theatre Center 206, reclassified to a class lab
- Theatre Center 209, reclassified to an assembly room

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.

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. The Coordinating Board standard for class labs is 25 hours of scheduled instruction per week. There were 58 class labs in fall 2005. The following changes were made for fall 2006 (net result is 65 class labs).

- Chemistry 232, reclassified to a class lab
- Psychology 306, reclassified to a classroom
- Evans Liberal Arts, reclassified to a class lab
- Family & Consumer Sciences 132, reclassified to a class lab
- Jowers A204, reclassified to class lab
- Jowers A205, reclassified to class lab
- Jowers A206, reclassified to class lab
- Jowers A211, reclassified to class lab
- Theatre Center 206, reclassified to class lab

No distinction is made between lecture or lab sections when calculating utilization. Therefore, 144 lab sections (376.5 hours) offered in designated classrooms are included in the classroom utilization rate and 370 lecture sections (1430.1 hours) offered in designated class labs are included in the class lab utilization rate.

The classrooms with the highest utilization rates are:

- Health Professions, room 218 - 68.4 weekly contact hours, 180% of the Coordinating Board standard, 1<sup>st</sup> call College of Health Professions
- Joann Cole Mitte Art, room 4127A - 58.8 weekly contact hours, 154.7% of the Coordinating Board standard, 1<sup>st</sup> call Art & Design
- Hines Academic Center, room 205 – 54.9 weekly contact hours, 144.5% of the Coordinating Board standard, 1<sup>st</sup> call Criminal Justice.

The least used classrooms (other than classrooms at the Avery Building in Round Rock) are:

- Roy F. Mitte, room 3224 - 14.6 weekly contact hours, 38.4% of the Coordinating Board standard, 1<sup>st</sup> call Engineering & Technology
- Hines Academic Center, room 103 – 17.3 weekly contact hours, 45.5% of the Coordinating Board standard, 1<sup>st</sup> call Criminal Justice
- Hines Academic Center, room 203 – 18.0 weekly contact hours, 47.4% of the Coordinating Board standard, 1<sup>st</sup> call Criminal Justice

The following tables provide the number of sections included in the utilization calculations (SECT), weekly contact hours (HRS), utilization rate (UTIL%), seating capacity (SEATS), student station occupancy rates (SSO%) and 1<sup>st</sup> call department for each designated classroom and class lab listed in the facilities inventory for fall 2006. Summaries by College and Building are also provided.

**Table 4: Classroom Utilization Rate and Student Station Occupancy by Building and Room**

BUILDING	ROOM	SECT	HRS	UTIL%	SEATS	SSO%	DEPARTMENT
Agriculture	202	16	38	99.5	52	48.3	Department of Agriculture
Agriculture	204	12	30	80.0	107	34.7	Department of Agriculture
Alkek Library	250	14	42	110.5	386	77.0	Registrar's Office
Avery Building	123	4	13	34.7	35	45.0	RRHEC
Avery Building	124	4	13	34.7	35	45.0	RRHEC
Avery Building	312	5	16	41.1	35	81.1	RRHEC
Avery Building	313	3	9.9	26.1	35	55.2	RRHEC
Avery Building	318	5	16	42.6	35	42.3	RRHEC
Avery Building	319	5	20	51.3	35	38.3	RRHEC
Avery Building	357	7	23	61.6	35	56.7	Curriculum and Instruction
Avery Building	358	4	13	34.7	35	43.6	RRHEC
Avery Building	362	2	6.6	17.4	35	35.7	RRHEC
Avery Building	363	4	13	34.7	35	22.1	RRHEC
Avery Building	403	3	9.9	26.1	50	28.7	RRHEC
Avery Building	404	3	9.9	26.1	50	53.3	RRHEC
Avery Building	405	5	17	43.4	50	62.0	RRHEC
Avery Building	406	2	6.6	17.4	50	55.0	RRHEC
Avery Building	407	3	10	26.8	50	36.0	RRHEC
Avery Building	408	3	9.9	26.1	50	42.7	RRHEC
Avery Building	414	4	13	34.7	35	55.7	RRHEC
Avery Building	420	2	6.6	17.4	35	47.1	RRHEC
Avery Building	451	4	13	34.7	50	52.0	RRHEC
Avery Building	453	5	16	42.6	50	38.8	RRHEC
Avery Building	454	3	9.9	26.1	35	66.7	RRHEC
Centennial Hall	100	16	49	127.9	37	70.8	Modern Languages
Centennial Hall	101	16	49	127.9	32	74.6	Modern Languages
Centennial Hall	102	13	39	102.4	30	79.5	Department of Communication Studies
Centennial Hall	103	16	53	138.7	40	57.3	Department of Communication Studies
Centennial Hall	106	12	38	100.8	29	68.1	Modern Languages
Centennial Hall	157	15	41	108.7	385	74.6	Registrar's Office
Centennial Hall	215	16	48	126.1	38	57.2	Modern Languages
Centennial Hall	217	15	47	122.4	38	60.7	Modern Languages
Centennial Hall	218	14	42	109.5	30	72.9	Modern Languages
Centennial Hall	318	11	32	85.3	34	56.7	Department of Communication Studies
Centennial Hall	400	15	46	121.6	36	68.9	Department of Communication Studies
Centennial Hall	402	12	37	97.1	38	66.9	Department of Communication Studies
Centennial Hall	410	9	28	72.6	33	79.8	Department of Communication Studies
Centennial Hall	G01	12	36	94.7	106	51.3	Chemistry and Biochemistry
Chemistry	100	14	40	105.8	115	51.1	Chemistry and Biochemistry
Chemistry	105	10	24	61.8	35	40.9	Chemistry and Biochemistry
College of Education	1005	14	43	113.7	47	73.7	Curriculum and Instruction
College of Education	1007	11	33	87.6	107	76.0	Curriculum and Instruction

BUILDING	ROOM	SECT	HRS	UTIL%	SEATS	SSO%	DEPARTMENT
College of Education	2127	12	45	118.4	48	63.7	Curriculum and Instruction
College of Education	2128	11	32	84.7	46	66.4	Curriculum and Instruction
College of Education	3038	10	27	71.6	41	64.6	Curriculum and Instruction
College of Education	3039	14	37	97.4	34	71.2	Curriculum and Instruction
College of Education	3041	12	31	82.1	36	63.7	Curriculum and Instruction
College of Education	3066	18	38	98.7	41	57.7	Curriculum and Instruction
College of Education	4005	18	52	137.6	34	62.4	Educ Admin & Psych Services
College of Education	4007	20	54	142.1	36	58.8	Educ Admin & Psych Services
College of Education	4008	11	38	99.5	40	51.6	Educ Admin & Psych Services
College of Education	4009	15	44	115.3	36	72.8	Educ Admin & Psych Services
College of Education	4039	12	36	93.4	31	71.2	Educ Admin & Psych Services
Derrick Hall	113	8	24	63.9	169	78.3	Sociology
Derrick Hall	227	12	33	86.6	49	62.1	Sociology
Derrick Hall	229	12	38	98.7	40	54.0	Sociology
Derrick Hall	230	33	33	86.8	30	92.7	University College
Derrick Hall	234	15	37	96.3	60	60.8	Sociology
Derrick Hall	237	10	28	74.5	40	57.0	Mathematics
Derrick Hall	238	9	23	60.5	49	69.4	Mathematics
Derrick Hall	239	33	37	96.8	30	93.0	University College
Derrick Hall	241	10	31	81.3	46	51.5	Computer Science
Derrick Hall	326	14	40	105.8	49	59.8	Mathematics
Derrick Hall	327	14	42	110.5	36	67.9	Mathematics
Derrick Hall	328	14	42	110.5	49	49.3	Mathematics
Derrick Hall	329	11	33	87.6	95	60.5	Sociology
Derrick Hall	330	16	48	126.3	45	61.1	Mathematics
Derrick Hall	331	16	47	124.2	48	57.6	Mathematics
Derrick Hall	332	15	43	113.2	48	64.6	Mathematics
Derrick Hall	333	15	45	118.4	48	51.3	Mathematics
Derrick Hall	334	16	45	118.4	49	52.0	Mathematics
Derrick Hall	336	15	42	110.5	49	58.8	Mathematics
Emmett & Miriam McCoy Hall	105	12	35	91.8	48	64.6	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	111	11	33	87.6	58	73.2	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	113	15	44	115.5	58	54.4	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	119	9	26	68.4	250	73.1	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	124	12	36	94.7	60	75.3	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	125	14	42	111.3	60	61.2	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	126	11	34	88.4	98	54.8	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	127	14	42	110.5	98	87.8	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	222	13	40	104.2	42	81.7	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	223	12	37	97.1	42	65.1	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	224	8	25	64.7	42	83.3	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	225	14	43	112.1	42	84.0	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	233	8	23	61.3	140	76.6	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	240	16	48	127.1	55	76.7	McCoy College of Business Administration

BUILDING	ROOM	SECT	HRS	UTIL%	SEATS	SSO%	DEPARTMENT
Emmett & Miriam McCoy Hall	241	10	30	79.7	55	73.6	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	242	14	43	112.1	94	57.2	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	243	9	27	71.8	88	42.3	McCoy College of Business Administration
Evans Liberal Arts	114	10	30	78.9	126	70.7	Anthropology
Evans Liberal Arts	116	13	40	104.2	131	64.0	Department of Geography
Evans Liberal Arts	118	12	36	95.5	129	77.3	Political Science
Evans Liberal Arts	218	13	40	105.0	81	38.7	Political Science
Evans Liberal Arts	220	11	34	89.2	38	49.0	Anthropology
Evans Liberal Arts	222	14	43	113.7	40	60.4	Political Science
Evans Liberal Arts	225	16	50	130.3	88	38.8	Political Science
Evans Liberal Arts	229	11	32	83.9	52	35.5	Anthropology
Evans Liberal Arts	283	17	53	140.5	63	38.1	Political Science
Evans Liberal Arts	311	14	38	99.5	69	48.1	Department of Geography
Evans Liberal Arts	312	12	35	93.2	37	43.0	Department of Geography
Evans Liberal Arts	316	12	36	93.7	72	46.8	Department of Geography
Family & Consumer Sciences	123	19	51	134.7	49	71.2	Department of Family & Consumer Sciences
Family & Consumer Sciences	135	13	40	105.0	82	59.4	Department of Family & Consumer Sciences
Family & Consumer Sciences	158	14	40	104.2	114	64.0	Department of Family & Consumer Sciences
Flowers Hall	111	13	39	103.4	29	68.7	English
Flowers Hall	112	13	39	102.6	30	65.9	English
Flowers Hall	113	15	46	121.6	38	56.8	English
Flowers Hall	129	6	21	56.1	31	51.1	Modern Languages
Flowers Hall	130	12	36	94.7	54	36.9	English
Flowers Hall	224	14	42	111.3	25	88.3	English
Flowers Hall	225	13	39	103.4	30	68.2	English
Flowers Hall	226	16	49	128.7	26	76.0	English
Flowers Hall	227	14	42	111.3	25	82.9	English
Flowers Hall	228	13	39	102.6	25	79.7	English
Flowers Hall	229	15	46	120.0	28	74.5	English
Flowers Hall	252	12	36	94.7	29	69.3	English
Flowers Hall	254	14	43	112.1	28	67.9	English
Flowers Hall	255	13	39	103.4	28	67.3	English
Flowers Hall	256	13	40	104.2	27	71.2	English
Flowers Hall	341	9	27	71.1	228	82.3	English
Flowers Hall	G12	12	36	94.7	28	75.9	English
Freeman Aquatic Biology	102	10	25	66.3	54	43.5	Biology
Health Professions	141	13	39	101.3	34	62.7	College of Health Professions
Health Professions	143	13	42	111.6	56	48.6	College of Health Professions
Health Professions	213	14	42	110.0	51	41.2	College of Health Professions
Health Professions	214	12	37	96.3	50	44.7	College of Health Professions
Health Professions	216	11	34	88.9	33	55.4	College of Health Professions
Health Professions	217	16	46	121.3	32	63.7	College of Health Professions
Health Professions	218	7	68	180.0	27	55.6	College of Health Professions

BUILDING	ROOM	SECT	HRS	UTIL%	SEATS	SSO%	DEPARTMENT
Health Professions	230	11	33	85.5	69	63.1	College of Health Professions
Health Professions	231	13	39	102.9	77	55.3	College of Health Professions
Health Professions	233	11	34	89.7	40	57.7	College of Health Professions
Hines Academic Center	103	6	17	45.5	45	47.8	Department of Criminal Justice
Hines Academic Center	203	6	18	47.4	62	51.9	Department of Criminal Justice
Hines Academic Center	204	7	21	55.3	132	60.4	Biology
Hines Academic Center	205	18	55	144.5	132	47.0	Department of Criminal Justice
Hines Academic Center	206	13	36	94.7	85	73.2	Department of Criminal Justice
Hines Academic Center	207	11	33	87.6	84	48.7	Department of Criminal Justice
Jerome & Catherine Supple Science	112	15	45	118.4	111	65.8	Physics
Jerome & Catherine Supple Science	116	14	40	105.8	222	68.7	Biology
Jerome & Catherine Supple Science	257-A	10	28	74.2	57	42.8	Biology
Joann Cole Mitte Art	1113-A	10	47	123.2	31	72.3	Art and Design
Joann Cole Mitte Art	2121	8	25	64.7	197	60.8	Art and Design
Joann Cole Mitte Art	4113	8	46	120.0	24	75.0	Art and Design
Joann Cole Mitte Art	4127-A	10	59	154.7	44	40.7	Art and Design
Jowers Center	A202	15	45	119.5	67	66.5	Dept of Health, PE & Recreation
Jowers Center	A203	13	36	95.5	50	66.9	Dept of Health, PE & Recreation
Jowers Center	A210	14	42	109.5	49	57.3	Dept of Health, PE & Recreation
LBJ Student Center & Visitor Ctr	4-16.1	12	36	94.7	402	75.7	Registrar's Office
Music	125	13	37	97.9	35	59.3	School of Music
Music	214	10	29	75.3	69	49.6	School of Music
Old Main	201	14	41	108.9	49	53.8	School of Journalism
Old Main	232	15	42	110.3	49	57.6	School of Journalism
Old Main	234	11	29	77.1	77	74.3	School of Journalism
Pedemales	114	11	29	75.3	42	61.5	Department of Occupational Education
Psychology	104	15	45	119.2	49	91.4	Philosophy
Psychology	126	12	24	63.2	35	78.1	Philosophy
Psychology	202	15	45	119.2	81	74.8	Psychology
Psychology	204	13	43	113.9	49	63.7	Psychology
Psychology	210	12	37	96.8	61	36.6	Psychology
Psychology	306	9	28	73.9	38	62.0	Psychology
Psychology	316	12	36	94.7	73	82.4	Psychology
Psychology	318	12	36	94.7	49	64.3	Psychology
Roy F Mitte Technology & Physics	3224	5	15	38.4	95	41.9	Engineering & Technology
Roy F Mitte Technology & Physics	3241	8	21	55.3	94	26.2	Engineering & Technology
Sabinal	101	6	40	104.2	41	35.4	Art and Design
Taylor-Murphy History	101	13	40	105.0	121	63.7	History
Taylor-Murphy History	104	14	43	112.9	131	56.2	History
Taylor-Murphy History	106	14	43	112.9	40	69.3	History
Taylor-Murphy History	110	10	31	81.3	46	61.3	History
Taylor-Murphy History	201	15	46	120.8	40	66.2	History

BUILDING	ROOM	SECT	HRS	UTIL%	SEATS	SSO%	DEPARTMENT
Theatre Center	201	8	33	86.1	28	62.5	Department of Theatre & Dance
Theatre Center	216	8	24	63.9	97	15.6	Department of Theatre & Dance

In summary, 77 of 173 classrooms (44%) achieved a utilization rate greater than or equal to 100% of the Coordinating Board standard; 52 classrooms (30.1%) achieved a utilization rate between 75 and 99.9% of the standard; 22 classrooms (12.7%) achieved between 50 and 74.9% of the standard; 19 classrooms (11%) between 25 and 49.9%; only 3 classrooms (1.7%) fell below 25% of the classroom utilization standard.

**Table 4A: Classroom Utilization by College**

COLLEGE	CLASSROOMS	COURSES	CONTACT HRS	UTIL
Applied Arts	11	139	387	92.6
Business	17	202	607.5	94.0
Education	17	227	656.7	101.7
Fine Arts	18	197	685.5	100.2
Health Professions	10	121	413.3	108.8
Liberal Arts	53	685	2059.6	102.3
Science	22	269	771.5	92.3
University College	2	66	69.8	91.8
Teaching Theatres	3	41	119.3	104.6
RRHEC	20	73	242.7	31.9
<b>Total</b>	<b>173</b>	<b>2020</b>	<b>6012.9</b>	

**Table 4B: Classroom Utilization by Building**

BUILDING	CLASSROOMS	COURSES	CONTACT HRS	UTIL
Agriculture	2	28	68.2	89.7
Alkek Library	1	14	42	110.5
Avery Building	21	80	266.1	33.3
Centennial Hall	14	192	583.5	109.7
Chemistry	2	24	63.7	83.8
College of Education	13	178	510	103.2
Derrick Hall	19	288	711	98.5
Emmett & Miriam McCoy Hall	17	202	607.5	94.0
Evans Liberal Arts	12	155	466.5	102.3
Family & Consumer Sciences	3	46	130.7	114.6
Flowers Hall	17	217	659.7	102.1
Freeman Aquatic Biology	1	10	25.2	66.3
Health Professions	10	121	413.3	108.8
Hines Academic Center	6	61	180.5	79.2
Jerome & Catherine Supple Science	3	39	113.4	99.5
Joann Cole Mitte Art	4	36	175.8	115.7

BUILDING	CLASSROOMS	COURSES	CONTACT HRS	UTIL
Jowers Center	3	42	123.3	108.2
LBJ Student Center & Visitor Ctr	1	12	36	94.7
Music	2	23	65.8	86.6
Old Main	3	40	112.6	98.8
Pedernales	1	11	28.6	75.3
Psychology	8	100	294.8	97.0
Roy F Mitte Technology & Physics	2	13	35.6	46.8
Sabinal	1	6	39.6	104.2
Taylor-Murphy History	5	66	202.5	106.6
Theatre Center	2	16	57	75.0
<b>Total</b>	<b>173</b>	<b>2020</b>	<b>6012.9</b>	

**Table 5: Class Lab Utilization Rates and Student Station Occupancy by Building and Room**

BUILDING	ROOM	SECT	HRS	UTIL%	SEATS	SSO%	DEPARTMENT
Agriculture	101	5	13.8	49.3	36	50.6	Department of Agriculture
Centennial Hall	401	12	33.6	120.0	45	32.6	Biology
Chemistry	106	9	30.6	109.3	24	60.2	Chemistry and Biochemistry
Chemistry	110	11	37.4	133.6	24	64.8	Chemistry and Biochemistry
Chemistry	113	10	34	121.4	24	79.2	Chemistry and Biochemistry
Chemistry	114	12	40.8	145.7	24	78.8	Chemistry and Biochemistry
Chemistry	117	10	34	121.4	24	78.8	Chemistry and Biochemistry
Chemistry	229	8	27.4	97.9	20	57.5	Chemistry and Biochemistry
Chemistry	232	8	27.4	97.9	20	56.9	Chemistry and Biochemistry
Chemistry	338	2	19.2	68.6	15	30.0	Chemistry and Biochemistry
College of Education	1025	3	22.5	80.4	13	43.6	Educ Admin & Psych Services
Derrick Hall	235	26	42.3	151.1	42	29.0	Computer Science
Derrick Hall	325	6	14.4	51.4	31	55.4	Computer Science
Derrick Hall	338	9	25	89.3	42	63.0	Mathematics
Derrick Hall	339	8	22	78.6	44	55.4	Mathematics
Evans Liberal Arts	123	7	28.4	101.4	25	49.7	Department of Geography
Evans Liberal Arts	156	15	35	125.0	38	43.5	Department of Geography
Evans Liberal Arts	226	11	26.4	94.3	53	52.3	Anthropology
Evans Liberal Arts	227	7	18.3	65.4	52	39.6	Anthropology
Evans Liberal Arts	315	9	26.6	95.0	30	40.0	Department of Geography
Family & Consumer Sciences	132	10	26.3	93.9	36	62.5	Department of Family & Consumer Sciences
Family & Consumer Sciences	203	6	36.2	129.3	21	77.8	Department of Family & Consumer Sciences
Family & Consumer Sciences	205	7	35.2	125.7	24	70.8	Department of Family & Consumer Sciences
Family & Consumer Sciences	216	6	38.4	137.1	21	72.2	Department of Family & Consumer Sciences
Fire Station Studio	100	8	25	89.3	10	105.0	Sound Recording Studio
Health Professions	305	4	21	75.0	48	58.9	Department of Physical Therapy
Health Professions	333	9	31	110.7	42	66.1	Department of Physical Therapy
Jerome & Catherine Supple Science	128	13	31.2	111.4	31	60.8	Physics

BUILDING	ROOM	SECT	HRS	UTIL%	SEATS	SSO%	DEPARTMENT
Jerome & Catherine Supple Science	141	10	24	85.7	31	65.8	Physics
Jerome & Catherine Supple Science	224-A	10	33.6	120.0	29	60.0	Biology
Jerome & Catherine Supple Science	233	11	24.6	87.9	37	61.2	Biology
Jerome & Catherine Supple Science	261	22	48.6	173.6	27	81.5	Biology
Jerome & Catherine Supple Science	265-A	18	39.6	141.4	26	86.5	Biology
Jerome & Catherine Supple Science	270-A	13	44.4	158.6	25	66.2	Biology
Jerome & Catherine Supple Science	363	8	27.2	97.1	17	83.1	Biology
Jerome & Catherine Supple Science	422-A	17	57.8	206.4	24	62.3	Biology
Jerome & Catherine Supple Science	429-A	16	54.4	194.3	20	87.8	Biology
Jerome & Catherine Supple Science	433	15	51	182.1	21	76.2	Biology
Joann Cole Mitte Art	1128	7	46.2	165.0	26	70.9	Art and Design
Joann Cole Mitte Art	1130	7	46.8	167.1	29	68.0	Art and Design
Joann Cole Mitte Art	2115	8	52.8	188.6	36	53.1	Art and Design
Joann Cole Mitte Art	2120	7	46.2	165.0	40	37.5	Art and Design
Joann Cole Mitte Art	2131	7	46.2	165.0	41	42.5	Art and Design
Joann Cole Mitte Art	3102-C	6	39.6	141.4	19	78.9	Art and Design
Joann Cole Mitte Art	3107-A	8	51	182.1	27	66.7	Art and Design
Joann Cole Mitte Art	3107-F	10	58.8	210.0	28	63.6	Art and Design
Joann Cole Mitte Art	4105	5	33	117.9	29	51.0	Art and Design
Joann Cole Mitte Art	4107	3	19.8	70.7	27	64.2	Art and Design
Joann Cole Mitte Art	4112	4	26.4	94.3	36	43.8	Art and Design
Jowers Center	A204	11	32	114.3	50	74.9	Dept of Health, PE & Recreation
Jowers Center	A205	12	34	121.4	50	54.3	Dept of Health, PE & Recreation
Jowers Center	A206	13	27.4	97.9	45	47.2	Dept of Health, PE & Recreation
Jowers Center	A207	11	27.9	99.6	51	42.6	Dept of Health, PE & Recreation
Jowers Center	A211	11	33.8	120.7	73	49.6	Dept of Health, PE & Recreation
Music	121	8	23.3	83.2	17	59.6	School of Music
Music	124	11	28	100.0	49	35.4	School of Music
Music	216	10	30.2	107.9	200	11.9	School of Music
Music	222	10	34.2	122.1	200	11.2	School of Music
Music	224	10	35.5	126.8	200	20.2	School of Music
Old Main	212	8	29.5	105.4	21	94.6	School of Journalism
Old Main	230	10	32.6	116.4	21	83.8	School of Journalism
Old Main	238	10	38.3	136.8	24	69.6	School of Journalism
Roy F Mitte Technology & Physics	4234	13	30.7	109.6	68	31.2	Engineering & Technology
Roy F Mitte Technology & Physics	4236	15	47	167.9	29	76.3	Engineering & Technology
Theatre Center	206	9	25	89.3	112	56.2	Department of Theatre & Dance

In summary, 42 of 65 class labs (64.6%) achieved a utilization rate greater than or equal to 100% of the Coordinating Board standard for class labs; 18 class labs (27.7%) achieved a utilization rate between 75 and 99.9% of the standard; 4 class labs (6.2%) achieved between 50 and 74.9% of the standard; only 1 class lab (1.5%) fell below 25% of the class lab utilization standard.

**Table 5A: Class Lab Utilization by College**

COLLEGE	CLASS LABS	COURSES	CONTACT HRS	UTIL
Applied Arts	5	34	149.9	119.9
Education	6	61	177.6	118.4
Fine Arts	21	166	768.4	146.4
Health Professions	2	13	52	104.0
Liberal Arts	5	49	134.7	107.8
Science	26	312	902.2	138.8
<b>Total</b>	<b>65</b>	<b>635</b>	<b>2184.8</b>	

**Table 5B: Class Lab Utilization by Building**

BUILDING	CLASS LABS	COURSES	CONTACT HRS	UTIL
Agriculture	1	5	13.8	55.2
Centennial Hall	1	12	33.6	134.4
Chemistry	8	70	250.8	125.4
College of Education	1	3	22.5	90.0
Derrick Hall	4	49	103.7	103.7
Evans Liberal Arts	5	49	134.7	107.8
Family & Consumer Sciences	4	29	136.1	136.1
Fire Station Studio	1	8	25	100.0
Health Professions	2	13	52	104.0
Jerome & Catherine Supple Science	11	153	436.4	158.7
Joann Cole Mitte Art	11	72	466.8	169.7
Jowers Center	5	58	155.1	124.1
Music	5	49	151.2	121.0
Old Main	3	28	100.4	133.9
Roy F Mitte Technology & Physics	2	28	77.7	155.4
Theatre Center	1	9	25	100.0
<b>Total</b>	<b>65</b>	<b>635</b>	<b>2184.8</b>	

The three teaching theatres, Alkek Library 250, Centennial 157 and LBJ Student Center 4-16.1, were scheduled by Dr. James Garber for multiple academic departments. The average weekly contact hours for the 3 teaching theatres were 38.8 hours (104.6% of the Coordinating Board standard). The following table shows teaching theatre usage by scheduled course.

**Table 6: Teaching Theatre Schedules**

Day(s)	Time	ALK 250	CENT 157	LBJ 4-16.1
MWF	8:00 AM	BIO 1320		
MWF	9:00 AM	POSI 2310		MATH 1319
W	9:00 AM		MATH 1311	
F	9:00 AM		MATH 1311	
MWF	10:00 AM	GEO 1310	CHEM 1341	PHIL 1305
MWF	11:00 AM	MATH 1315	COMM 1310	POSI 2310
MWF	12:00 PM	ANTH 3305	POSI 2310	ENG 2360
MWF	1:00 PM	ENG 2340		ART 2313
MW	2:00 PM	BIO 1320	ENG 2320	SOCI 3333
MW	3:30 PM	MC 2319	POSI 2320	HIST 1310
M	5:30 PM		COMM 1310	
TTH	8:00 AM	HIST 1310	MC 1301	POSI 2310
TTH	9:30 AM	PHIL 1305	COMM 1310	MATH 1315
TTH	11:00 AM	BIO 1421	PSY 1300	MATH 1315
TTH	12:30 PM	TH 2313	PSY 3300	ANTH 3305
TTH	2:00 PM	MATH 1315	PSY 3300	POSI 2310
TTH	3:30 PM	HIST 1310	MC 4302	
TTH	5:00 PM		CHEM 1310	

- Centennial Hall 157 had 15 sections scheduled; 41.3 contact hours, 108.7% of the CB standard. The SSO rate is 74.6%.
- Alkek Library 250 had 14 sections scheduled; 42.0 contact hours, 110.5% of the CB standard. The SSO rate is 77.0%.
- LBJ Student Center had 12 sections scheduled; 36.0 contact hours, 94.7% of the Coordinating Board standard. The SSO for this room is 75.7%.

Fourteen different academic departments scheduled 41 course sections in the 3 teaching theatres; Mass Communication (6 sections), Political Science (6 sections), Mathematics (6), History (3), English (3), Biology (3), Anthropology (3), Psychology (3), Philosophy (2), Chemistry (2), Theatre (1), Sociology (1), Geography (1), and Art (1).

## UTILIZATION OF CLASSROOMS BY HOUR AND DAY

Many universities use comparable methodologies to delineate instructional periods. The most familiar method is to schedule courses for 50-minutes on Monday, Wednesday and Friday (MWF) and 75-minutes on Tuesday and Thursday (TTH). During the fall 2006 semester only 45% of all course sections scheduled on main campus used the standard MWF – TTH method. In fact, there were 122 different [day of week / session length of time] combinations used (all room types included).

The use of standard start times and length of time per session when scheduling courses can provide for opportunities to increase classroom and class lab utilization. Scheduling at non standard times and days can result in not only poor utilization but also restricted student scheduling opportunities. There were 11 different lengths of time used for 244 sections scheduled on Monday and Wednesday before 2:00 pm.

**Table 7: Course Section Length and Number of Sections for MW Courses starting before 2:00 pm**

<b>Session Length (minutes)</b>	<b>Number of Sections</b>
50	74
75	102
80	6
100	7
105	2
110	16
120	1
160	3
165	30
180	2
270	1

The table on the next page shows the percentage of classrooms in use by day and hour in 15 minute intervals.

**Table 8: Percent of Classrooms in Use by Day and Hour**

Time	M	T	W	TH	F
8:00 AM	43.4	52.0	42.8	50.7	31.6
8:15 AM	43.4	52.0	42.8	50.7	31.6
8:30 AM	43.4	52.0	42.8	50.7	31.6
8:45 AM	43.4	52.0	42.8	50.7	31.6
9:00 AM	73.0	46.1	73.0	44.7	63.2
9:15 AM	73.0	45.4	73.0	44.7	63.2
9:30 AM	73.0	93.4	73.0	92.8	63.2
9:45 AM	73.0	93.4	73.0	92.8	63.2
10:00 AM	83.6	94.1	83.6	93.4	69.7
10:15 AM	83.6	94.1	82.9	93.4	69.7
10:30 AM	82.2	89.5	81.6	88.8	69.7
10:45 AM	82.2	89.5	81.6	88.8	69.7
11:00 AM	82.9	95.4	81.6	94.1	63.8
11:15 AM	80.3	94.7	78.9	93.4	62.5
11:30 AM	79.6	94.7	78.3	93.4	62.5
11:45 AM	78.9	94.7	77.6	93.4	62.5
12:00 PM	63.8	89.5	62.5	88.2	48.7
12:15 PM	63.8	89.5	62.5	88.2	48.7
12:30 PM	81.6	91.4	80.3	87.5	48.0
12:45 PM	81.6	91.4	80.3	87.5	48.0
1:00 PM	75.0	91.4	77.6	88.2	40.1
1:15 PM	75.0	88.8	77.6	88.2	38.8
1:30 PM	71.7	88.8	74.3	86.2	39.5
1:45 PM	71.7	88.8	73.7	86.2	39.5
2:00 PM	88.2	90.1	90.1	88.2	8.6
2:15 PM	88.2	90.1	90.1	88.2	8.6
2:30 PM	87.5	88.8	89.5	87.5	8.6
2:45 PM	86.8	88.2	89.5	86.8	8.6
3:00 PM	84.2	84.2	84.2	90.1	5.9
3:15 PM	84.2	84.2	84.2	90.1	5.3
3:30 PM	62.5	63.2	63.8	59.2	5.3
3:45 PM	62.5	63.8	63.2	59.9	5.3
4:00 PM	60.5	65.8	61.8	61.2	3.9
4:15 PM	60.5	65.1	61.2	61.2	3.9
4:30 PM	61.2	59.9	61.2	56.6	3.9
4:45 PM	60.5	59.2	61.2	55.9	3.9
5:00 PM	23.0	27.0	21.1	21.1	2.0
5:15 PM	21.7	23.7	19.7	18.4	0.7
5:30 PM	19.7	22.4	19.7	18.4	0.7
5:45 PM	19.7	22.4	19.1	18.4	0.7
6:00 PM	28.9	23.0	21.7	18.4	0.7
6:15 PM	28.9	23.0	21.1	17.8	0.7
6:30 PM	52.6	47.4	50.0	37.5	0.7
6:45 PM	52.6	46.7	50.0	37.5	0.7
7:00 PM	50.0	46.7	48.0	37.5	0.7
7:15 PM	50.0	46.7	48.0	36.8	0.7
7:30 PM	48.7	46.7	47.4	36.8	0.7
7:45 PM	48.7	46.1	47.4	36.2	0.7
8:00 PM	41.4	38.8	42.8	30.9	0.7
8:15 PM	40.1	38.8	42.8	30.9	0.7
8:30 PM	34.9	38.8	42.1	30.3	0.0
8:45 PM	34.9	38.2	42.1	30.3	0.0
9:00 PM	31.6	36.8	38.8	28.3	0.0
9:15 PM	30.9	36.8	38.8	28.3	0.0
9:30 PM	2.0	2.0	1.3	2.0	0.0
9:45 PM	2.0	2.0	1.3	2.0	0.0

0-19 %	20-39%	40-59%	60-79%	>= 80%
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Course section start times at Texas State are established and approved by the Council of Academic Deans. Exceptions may be granted by a Dean. The following is the uniform start time policy that was in place for fall 2006 with exceptions before 2:00 pm noted.

- All MWF, M only, W only and F only classes must start at 8:00 am, 9:00 am, 10:00 am, 11:00 am, 12:00 am, 1:00 pm, or 2:00 pm (4 exceptions before 2:00 pm)
- All MW classes must start at or after 2:00 p.m. with the exception of upper division courses that may start at 12:30 pm (to 1:50 pm). MW classes may start at regular times before 2:00 pm if they have a lab scheduled also. (192 exceptions before 2:00 pm)
- All TTH classes, T only classes, and Th only classes must start at 8:00 am, 9:30 am, 11:00 am, 12:30 pm. or 2:00 pm. (97 exceptions before 2:00 pm)
- Classes held any day in any combination of days may start at varied times after 2:00 pm (18 exceptions)
- Start Times vary for 1 credit hour courses and 2 credit hour courses.

Note: A new Uniform Start Time policy will be implemented fall 2007 (see page 24).

**Monday/Wednesday Classroom Use:** Table 8 shows that the peak morning use occurs from 10:00 to 11:00 am with 81.6% - 83.6% classrooms in use. At this peak time 25 to 28 classrooms are available. Also at this same time there are 21 lecture sections scheduled in a class lab or special class lab that possibly could have been scheduled in one of these classrooms to help maximize classroom utilization.

The afternoon peak time on Monday and Wednesday is from 2:00 to 3:00 with a range of 86.8% - 90.1% of classrooms in use. At this peak time there are 15 to 18 available classrooms and 36 lecture sections scheduled in a class lab or special class lab that possibly could have been scheduled in a classroom.

**Tuesday/Thursday Classroom Use:** The peak morning use is 11:00 am to 12:00 pm with 93.4% - 95.4% of classrooms in use. At this peak time, there are 7 to 9 available classrooms and 52 lecture sections scheduled in a class lab or special class lab that possibly could have been scheduled in a classroom.

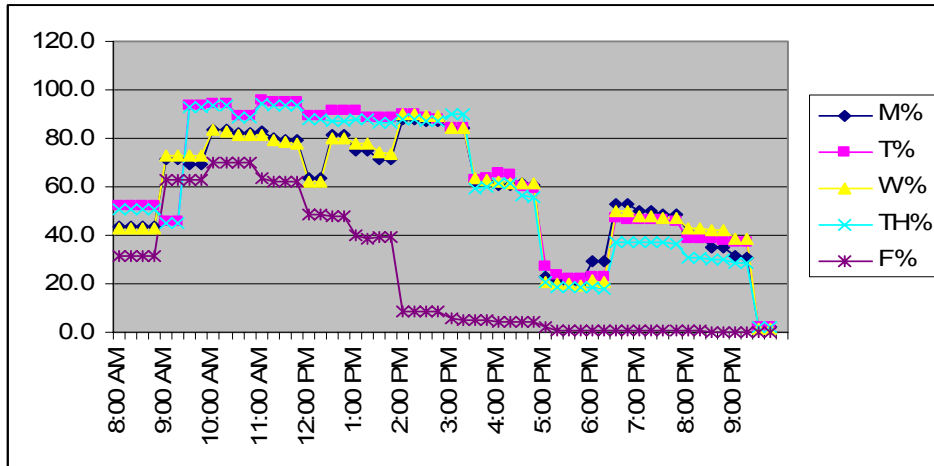
The afternoon peak time on Tuesday and Thursday is from 2:00 to 3:00 with a range of 86.8%-90.1 classrooms in use. At this peak time there are 15 to 18 available classrooms and 33 lecture sections scheduled in a class lab or special class lab that possibly could have been scheduled in a classroom.

**Friday Classroom Use:** The peak use occurs from 10:00 to 11:00 am with 69.7% of classrooms in use. At this time 46 classrooms are available. As with Monday and Wednesday at 10:00 am there are 21 lecture sections scheduled in a class lab or special class lab that possibly could have been scheduled in a classroom.

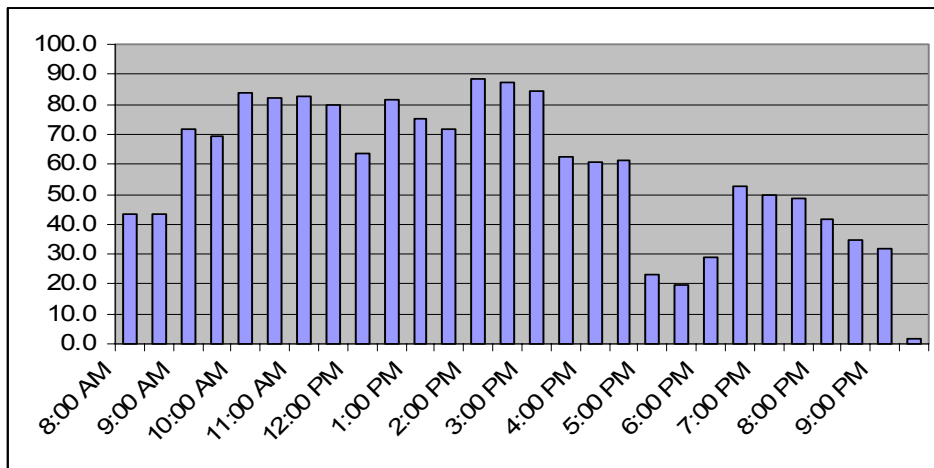
**Evening Classroom Use:** Table 8 shows that Texas State uses 35.5% - 52.6 % of its classrooms for evening courses taught at 6:30 pm. At this time 72 to 95 classrooms are available and 30 lecture sections scheduled in a class lab or special class lab that possibly could have been scheduled in a classroom. In addition there are also 30 sections scheduled in a conference room or meeting room that possibly could have been scheduled in a classroom to help maximize classroom utilization.

As stated above, a number of lecture sections that were scheduled in a class lab or special class lab could have possibly been scheduled in a classroom to help maximize classroom utilization. To this end it is understood that not all of the scheduling or teaching constraints faced by academic departments and faculty are incorporated into this analysis. The information was offered to suggest that schedule makers closely investigate the designated room type and the placement of courses in a specific room.

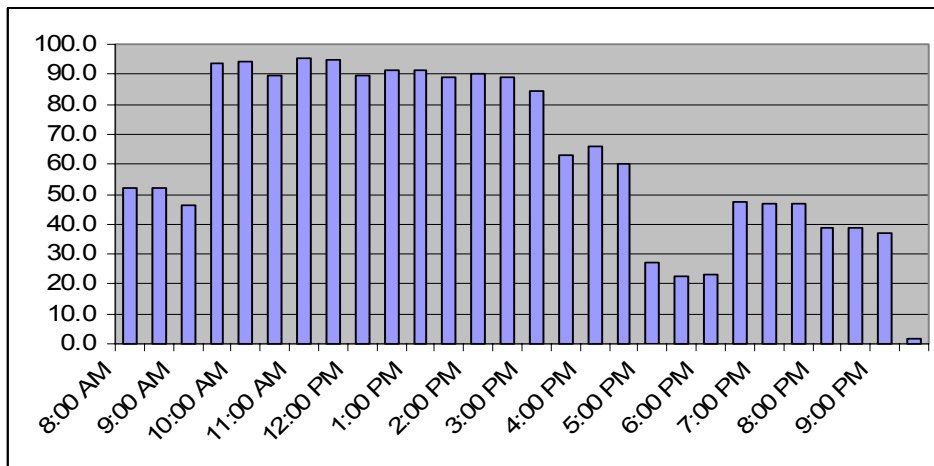
**Graph 3: % of Classrooms Occupied for All Days of the Week**



**Graph 4: Classrooms In Use on Monday**



**Graph 5: Classrooms In Use on Tuesday**





## FALL 2007 UNIFORM START TIME POLICY

In order to increase scheduling opportunities for students and classroom utilization, a new uniform start time policy has been implemented for fall 2007 Schedule of Classes on the main campus. The proposal does not apply to RRHEC, nor does it apply to summer sessions on campus.

- **All** classes and labs will 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.
- All classes must end no less than 15 minutes prior to the next scheduled class time.
  - 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.
  - 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.
  - 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.)
- Faculty members who request flex classes (different semester start dates) may teach flex classes only on Fridays.

Any exception to these rules must be reviewed and accepted by the Class Scheduling Committee (CSC) whose membership shall be the Associate Vice President for Enrollment Management (committee chair), Registrar, the University College Dean, a school director or departmental chair, and the Associate Vice President for Finance and Support Services Planning.

In order to meet or exceed the Coordinating Board standards for utilization of instructional space, there are several scheduling scenarios that need to be fulfilled. The key is the need to have more classrooms over utilized to offset those classrooms where departments want to keep with the MWF schedule. Rooms scheduled for 1900 minutes (38 contact hours) must be at 100% in order to meet the standards. The following scheduling scenarios and their consequences for utilization of instructional space are offered by way of explanation:

### **MW, TH only with 75/150 classes**

8-4:45 = 95% utilization

8-6:15 = 111% utilization (or 103% if only one class from 5-6:15)

### **MW TH with 165 class F**

8-4:45 and one 165 minute class on Friday – 103%

8-3:15 MW TH, 2-165 minute classes on Friday, no night classes = 96%

### **MW TH, no F**

Begin at 9:30 am, skip the 5:00 PM class, schedule 4 nights from 6:30-9:00 pm = 111%

### **MWF/TH**

5 – MWF classes, 5 – TH classes, only 3 night classes = 105%. Begin at 8:00 AM. And go until 3:15 PM, then not start again until 6:30 PM.

### **One-hour classes, (i.e., US 1100)**

If US 1100 is scheduled from 8:00 AM MTWH until 8:50 PM, it would not utilize the room 100%. **US 1100** definitely will need to offer Friday classes unless other departments use the **US 1100** first call rooms. They need a combination of 38 classes over the 5 days to be at 100%. Again, other classrooms being used more than 100% could offset them. The Coordinating Board only looks at university utilization, not classroom by classroom.

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

During the fall 2006 semester 381.9 contact hours (114 course sections) were scheduled by Texas State at the RRHEC. Classes scheduled by Austin Community College (ACC), Temple College at Taylor or at locations other than the Avery Building are not included in this report. In addition, 2 “stacked class” sections and 32 sections taught in rooms not designated as a classroom, such as ITV or meeting rooms, are not included in the utilization calculations.

Included in this report are 266.1 contact hours (80 sections) scheduled in 21 designated classrooms under the jurisdiction of Texas State in the Avery Building. The average contact hours offered per classroom at the Avery Building are 12.7 hours (33.3% of the Coordinating Board standard). Student Station Occupancy (SSO) is 48.3% and only 2 of 21 classrooms were in use 50% or more of the Coordinating Board standard by Texas State.

**Table 9: Avery Building Classroom Utilization and Student Station Occupancy**

ROOM	SECTIONS	CONTACT HOURS	UTIL RATE	AVAILABLE SEATS	ENROLLMENT	SSO
123	4	13.2	34.7	140	63	45.0
124	4	13.2	34.7	140	63	45.0
312	5	15.6	41.1	175	142	81.1
313	3	9.9	26.1	105	58	55.2
318	5	16.2	42.6	175	74	42.3
319	5	19.5	51.3	175	67	38.3
357	7	23.4	61.6	245	139	56.7
358	4	13.2	34.7	140	61	43.6
362	2	6.6	17.4	70	25	35.7
363	4	13.2	34.7	140	31	22.1
403	3	9.9	26.1	150	43	28.7
404	3	9.9	26.1	150	80	53.3
405	5	16.5	43.4	250	155	62.0
406	2	6.6	17.4	100	55	55.0
407	3	10.2	26.8	150	54	36.0
408	3	9.9	26.1	150	64	42.7
414	4	13.2	34.7	140	78	55.7
420	2	6.6	17.4	70	33	47.1
451	4	13.2	34.7	200	104	52.0
453	5	16.2	42.6	250	97	38.8
454	3	9.9	26.1	105	70	66.7

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 included in the sponsoring institution calculations. The average hours of instruction offered in designated classrooms at Texas State, had the classrooms in the Avery Building been excluded from the calculations, would have been 37.8 hours (99.5% of the Coordinating Board standard) instead of 34.6 hours (91.1% of the Coordinating Board standard).

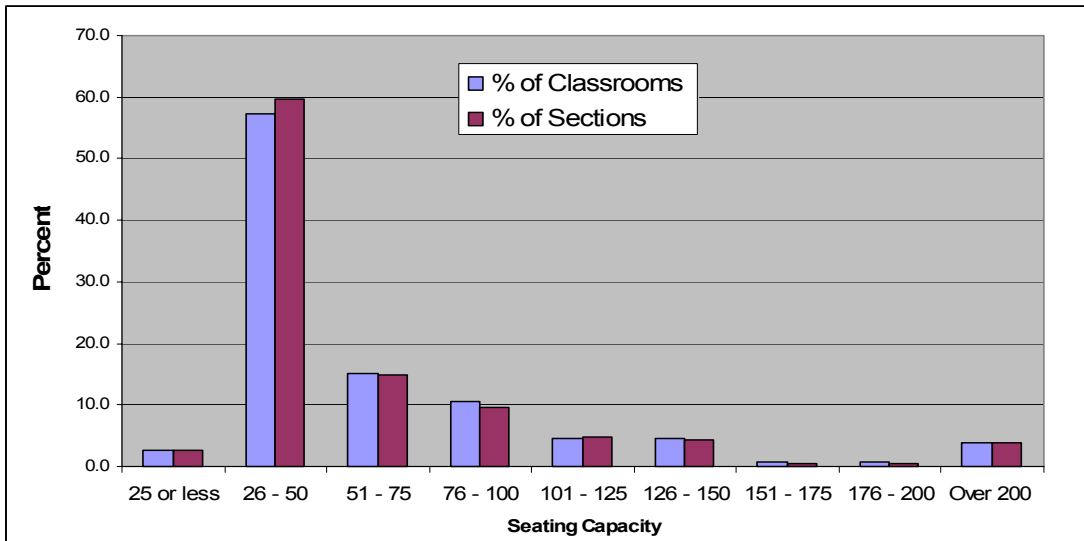
## CLASSROOM COURSE DISTRIBUTION BY SEATING CAPACITY

There are 11,078 seats distributed among 173 classrooms at Texas State; 10,223 seats in 152 main campus classrooms and 855 seats in 21 Avery Building (RRHEC) classrooms. The number of seats ranges from 24 to 402 on main campus and 35 to 50 at Round Rock. The following table and graph provide utilization information and student station occupancy for main campus classrooms by seating capacity.

**Table 10: 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	4	49	42.3	75.0
26 - 50	87	1156	39.2	64.5
51 - 75	23	288	36.4	55.0
76 - 100	16	185	34.4	55.2
101 - 125	7	91	37.8	58.3
126 - 150	7	82	35.4	62.6
151 - 175	1	8	24.3	78.3
176 - 200	1	8	24.6	60.7
Over 200	6	73	35.4	75.1

**Graph 9: Percent of Classrooms by Seating Capacity and Percent of Sections Taught**



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

There were 2080.3 contact hours (693 course sections) taught in rooms not designated as classrooms or class labs for fall 2006. These hours were removed from the utilization calculations.

**Table 11: Utilization of Rooms Not Coded as Classrooms and Class Labs**

ROOM TYPE	# OF ROOMS	FALL 06 SECTIONS	FALL 06 CONTACT HOURS	FALL 05 SECTIONS	FALL 05 CONTACT HOURS
Class Lab Service	1	1	3	0	0
Special Class Lab	84	321	1068.1	261	886.6
Spec Class Lab Serv	1	1	2	0	0
Indiv Study Lab	5	12	38	10	29.2
Non-Class Lab	1	2	13.6	1	4.6
Office	17	23	68.9	15	38.4
Conference Room	10	17	54	14	44.1
Reading/Study Room	4	11	34.1	4	8.7
Open Stack Reading	1	2	6.6	1	3.3
Armory	2	9	17.8	8	14.8
Athletic/P.E.	12	106	230.4	100	212.9
Athletic/P.E. Service	3	8	16.4	10	20.8
Media Production	2	9	28.2	8	24.9
Clinic	1	1	1	1	1
Other	6	25	82.9	26	81.5
Alteration Area (Derrick 118)	1	9	25	0	0
Assembly	4	21	66.5	10	41.3
Assembly Service	1	8	24	8	24
Meeting Room	25	107	299.8	59	186.1

\*Stacked Courses not included

Over all, the number of course sections offered in rooms not classified as classrooms or class labs increased by 157 sections from fall 2005 to fall 2006. Total contact hours increased by 458.1 hours. Course sections, especially those taught in offices, conference rooms, and meeting rooms should be moved when possible to designated classrooms or class labs to improve the utilization of those rooms and the overall utilization at Texas State.

## CONCLUSIONS

### Ranking in the State

The Coordinating Board released fall 2006 rankings on December 13, 2006 and Texas State has dropped to number 17 in the state with a weekly average of 34.6 contact hours per classroom. This is 3.4 hours below the minimum standard of 38 hours as defined by the Coordinating Board. For the fall 2006 semester, only Texas A&M International University and the University of Texas at San Antonio exceeded the classroom standard of 38 hours of use per classroom. If RRHEC were excluded, Texas State would have been 3<sup>rd</sup> in the state at 37.8 contact hours.

**Table 12: Fall 2006 State-Wide Classroom Utilization Rankings**

<b>Rank</b>	<b>Institution</b>	<b>Fall 2006 Classrooms (Type 110)</b>	<b>Fall 2006 Average Weekly Hours of Use</b>
1	The University of Texas at San Antonio	145.00	<b>42.15</b>
2	Texas A&M International University	42.00	<b>40.26</b>
3	The University of Texas at Austin	432.00	<b>37.78</b>
4	Texas Woman's University	94.00	<b>37.69</b>
5	Texas A&M University-Kingsville	123.00	<b>37.32</b>
6	Tarleton State University	94.00	<b>36.88</b>
7	The University of Texas at El Paso	114.00	<b>36.83</b>
8	The University of Texas at Dallas	91.00	<b>36.76</b>
9	University of Houston	206.00	<b>36.57</b>
10	The University of Texas - Pan American	135.00	<b>35.95</b>
11	Midwestern State University	85.00	<b>35.47</b>
12	Texas A&M University-Galveston Campus	20.00	<b>35.22</b>
13	Texas Southern University	116.00	<b>35.20</b>
14	University of Houston-Downtown	91.00	<b>35.01</b>
15	University of North Texas	181.00	<b>34.71</b>
16	The University of Texas at Tyler	54.00	<b>34.70</b>
17	Texas State University-San Marcos	173.00	<b>34.60</b>
18	Texas A&M University-Corpus Christi	70.00	<b>34.35</b>
19	Texas Tech University	231.00	<b>33.96</b>
20	Texas A&M University	271.00	<b>33.89</b>

The Coordinating Board released fall 2006 class lab rankings on December 13, 2006. Texas State is number 2 in the state for class lab utilization with a weekly average of 33.5 contact hours per class lab. This average is 8.5 hours above the state standard. Thirteen (13) institutions exceeded the class lab standard of 25 hours of use per class lab (see table on the following page).

**Table 13: Fall 2006 State-Wide Class Lab Utilization Rankings**

Rank	Institution	Fall 2006 Class Labs	Fall 2006 Average Weekly Hours of Use
1	Texas A&M International University	8.00	38.76
2	Texas State University-San Marcos	64.45	33.52
3	The University of Texas at Dallas	27.90	33.48
4	The University of Texas at Tyler	8.00	33.47
5	The University of Texas at Austin	142.00	31.89
6	The University of Texas at San Antonio	55.00	31.44
7	Texas A&M University-Galveston Campus	14.00	29.65
8	Sam Houston State University	45.50	28.96
9	Texas Tech University	85.67	26.84
10	Texas A&M University	160.05	26.45
11	Texas A&M University-Texarkana	3.00	26.33
12	University of Houston	140.15	25.95
13	The University of Texas - Pan American	55.00	25.22
14	Stephen F. Austin State University	30.00	24.59
15	West Texas A&M University	52.00	24.11
16	University of North Texas	116.00	23.67
17	University of Houston-Downtown	29.00	22.71
18	Texas A&M University-Corpus Christi	53.50	21.59
19	Tarleton State University	20.70	21.00
20	The University of Texas at El Paso	50.00	20.89

**Recommendations**

Texas State did not meet the Coordinating Board standard for classroom utilization of 38 hours per week of scheduled instruction per classroom. From the Coordinating Board point of view, Texas State has a surplus of classrooms because as a whole, the university did not meet the utilization standard. Had the classrooms in Round Rock been excluded from the calculations, the average instructional hours per classroom would have been 37.8 hours (99.5% of the Coordinating Board standard) instead of 34.6 hours (91.1% of the Coordinating Board standard).

The following are recommendations Texas State should consider for fall 2007 and subsequent years.

1. Adhere to the new uniform start time policy to be implemented for fall 2007.
2. Renew negotiations with the Coordinating Board to remove the RRHEC classrooms from the main campus utilization calculations.
3. Offer more courses on Friday and Saturday to help attract working professionals.
4. When possible, schedule “arranged” (ARR) classes in a classroom on a specific day(s) and at specific times.

5. Reduce the number of instructional hours offered in class labs (especially “lecture” sections) by moving them to classrooms since Texas States’ class lab utilization is much higher than the CB standard of 25 hours per week. For fall 2006, 144 lab sections (376.5 hours) offered in designated classrooms are included in the classroom utilization rate and 370 lecture sections (1430.1 hours) offered in designated class labs are included in the class lab utilization rate.
6. Avoid scheduling courses in rooms not designated as a classroom or class lab (especially those in offices, conference rooms and meeting rooms).
7. Consider taking some of the existing classrooms out of service. Classrooms that are too small and/or underutilized for other reasons can be converted to offices, research space, or student study areas. This might be an inconvenience for faculty because it may require teaching in buildings other than the building in which they have their office.
8. Investigate the possibility of scheduling rooms that are used for course “breakout sessions” in order to add these instructional hours to the CBM005 report.

Alternatively, Texas State could decide not to take deliberate actions to maintain or exceed the Coordinating Board’s utilization standard.

Please direct any questions or 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

### Process

The Associate Vice President for Finance and Support Services Planning is responsible for space management and reporting for Texas State. The Associate Vice President and the Coordinator of Facilities Inventory maintain the campus building and room inventory database and prepare the fall semester utilization of instructional space report.

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 all other duplicates are removed.

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 14: 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.