

BGSU: The State of Our Space

I. General Policy

The use of university space is intended primarily for the support of the instructional program of the institution and to enhance the learning environment for students. Second priority is given to programs sponsored and conducted by University academic and administrative departments. This policy pertains to rooms on campus that has been designated as general classroom space.

In the fall of 1999, Resource 25 (R25) was implemented on campus. This software assists with the scheduling of academic classes. All teaching space on campus (classrooms, seminar rooms, large lecture halls, class labs, and conference rooms) was entered into this system for tracking purposes. The Office of Registration and Records controls the scheduling of all large lecture halls and general classrooms.

II. Objectives of scheduling general classroom space

1. to assure that BGSU academic programs are taught throughout the course of the week
2. to increase the availability of required classes so students advance toward earning their degrees in a timely manner
3. to use our most vital resource, the time of our faculty, to achieve these objectives

III. Room Statistics

General classrooms scheduled by Registration and Records - 163

- Total seat capacity - 8,659
- Large lecture halls (capacity of 70 or higher) - 24
- Rooms with technology (web access and power point capabilities) - 123
- Rooms without technology - 40
- Rooms with capacity 1 to 40 - 83
- Rooms with capacity 41 to 60 - 52
- Rooms with capacity 61 to 100 - 19
- Rooms with capacity 101 to 294 - 9

ITS computer labs - 11

- 7 PC labs and 4 Mac labs
- ITS labs are used for classes and can be individually reserved
- 4 labs were taken off-line just before Fall 2007 term
- 3 new computer labs are scheduled to go on-line by Fall 2008
- Shortage of labs has made it difficult for faculty and students to find labs for their course work. Many classes requesting computer labs had to be scheduled in general classroom space.

Teleconference Rooms – 3 (capacity: 12, 36 and 259)

Scheduled for classes and reserved on a day by day basis

Department-owned rooms

Many colleges and areas have exclusive, department-owned space. These are conference rooms, seminar rooms, gyms, labs, and classrooms. Monthly room usage statistics are gathered by Capital Planning.

IV. Guidelines for Scheduling Classes

There are three principles for scheduling classes in general classroom space.

1. All classes meeting in general classroom space should be scheduled within the Official BGSU Time Grid. (see attached)
2. The classroom allotment assigned each term to each department should be strictly followed. Allotment refers to the number of times a department can use a time slot in the time grid. This ensures that departments spread their classes across the time grid, Monday through Friday, from 8 am to 9 pm.
3. The three time rule percentages should be adhered to by each department for classes meeting in general classroom space.
 - a. No more than 60% of a department's classes should be scheduled in prime time (9:30 am to 2:30 pm).
 - b. No fewer than 60% of a department's classes may be scheduled on Monday, Wednesday, and Friday.
 - c. No more than 40% of a department's classes may be scheduled on Tuesday and Thursday.

It is critical that we utilize our general classroom space effectively throughout the day and week. For the past three years we have experienced severe room shortages during room assignment processing. When classroom space is no longer available during the room assignment process, reports are created to determine if any departments have violated the time rules. The department chairs are contacted and asked to bring their class times into compliance with the time rules or find department-owned space in which to hold them. The college offices are responsible for assuring departments adhere to guidelines in order to fulfill the scheduling objectives. It is crucial that departments are in compliance before students begin to register for classes.

Even after all departments are in compliance with the time rules, there may still be a shortage of classroom space during the prime time hours of 9:30 am to 2:30 pm.

Remedies include:

- a. Decreasing the preferred 60% fill ratio of the room (for example, allowing a class of 20 to meet in a room with a capacity of 50)
- b. Scheduling instructors who require a classroom with technology into a classroom without technology
- c. Asking departments to find or utilize their own space for classes, rather than the requested general classroom space
- d. Finding departments who are willing to move classes out of prime time (this is a last resort)

The Director of Registration and Scheduling meets with colleges and departments to assist them in setting up their classes to better comply with the BGSU time rules. The Director also works with departments to devise creative ways to comply with time rules and to address their unique reasons for being out of compliance.

V. Looking Ahead

Registration and Records continues to work toward improving room utilization. A new R25 software module called X25 was recently purchased and provides detailed reports about room utilization.

An issue that continues to be a challenge is outdated classroom space. There are 35 general classrooms with problems such as a lack of air conditioning, inadequate lighting, and poor acoustics. Due to the shortage of classrooms, these spaces must be scheduled with classes.

Another challenge is that the 40 classrooms without technology need to be updated. The Classroom Technology Working Group committee has planned for these rooms to be equipped with technology over the next several years.

As new space is developed and assigned to specific areas across campus, Registration and Records proposes that these become general classroom space with the area to which it is assigned receiving priority scheduling. This collaboration has already been very successful for several departments and the campus as a whole.

Proactive thinking and planning is the key to good room utilization.