

BGSU General Space Report

I. General Space 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. These guidelines pertain to rooms on campus that has been designated as general classroom space.

In the fall of 1999, CollegeNet Resource 25 (R25) room scheduling system 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, ITS labs and general classrooms.

Spring of 2020, the new version of CollegeNet, 25Live Pro was used to assign classrooms. Optimizer, a tool within 25Live Pro uses "Requested Room capacity" field in CSS and historical building preferences to assign rooms by academic organization.

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

1. General classrooms scheduled by Registration and Records – 111
 - Total seat capacity – 6,438
 - Large lecture halls (capacity of 70 or higher) – 20
 - General classroom details:
 - Rooms with capacity 1 to 40 – 58
 - Rooms with capacity 41 to 60 – 29
 - Rooms with capacity 61 to 100 – 15
 - Rooms with capacity 101 to 294 – 9
2. Classrooms at Perrysburg Levis Commons - 3
 - Capacities – 36 each
 - Room 102 and 103 have a moveable divider which converts both rooms into capacity 72.
3. Moore Musical Arts Center (MMAC) classrooms - 9
 - Capacities range from 16-38.
 - Primarily used for Music classes

4. ITS computer labs – 14
 - PC labs - 9
 - Mac labs - 5
 - ITS labs scheduled with classes first, then can be individually reserved.
5. BGSU Sync/Teleconference Rooms – 3
 - Capacity: 36, 60 and 90
 - Scheduled with classes first, then reserved on a day by day basis.
6. Department-controlled rooms

Many colleges and departments have exclusive, department-controlled space. These are conference rooms, seminar rooms, gyms, labs and classrooms. Monthly room usage statistics are gathered by Planning, Design and Construction department.

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**.
2. The classroom **allotment** assigned each semester to each department should be strictly followed. Allotment refers to the number of times a department can use a time slot for classes in general classrooms. This ensures that departments spread their classes across the time grid, Monday through Friday, from 8 am to 9 pm.
3. Time rule **Percentages** should be adhered to by each department.

Percentages:

 - Mornings: before 9:30am, at least 10% of classes.
 - Prime Time: 9:30am-2:55pm, no more than 50% of classes.
 - Afternoon: 3pm-5:55pm, at least 15% of classes.
 - Evening: 6:00pm and later, at least 15% of classes.
 - Monday, Wed., and/or Friday: no fewer than 55% of classes.
 - Tuesday and/or Thursday: no more than 40% of classes.
 - Weekend/ Online: at least 5% of classes on Saturday, Sunday or Online.

It is critical that general classroom space is utilized effectively throughout the day and week. These guidelines also assist students scheduling their classes. It is much easier for a student to get a full class schedule if these rules are followed.

During the Room Assignment process, if classroom space is no longer available, Time Rule reports are produced to determine which departments are in violation. Department's out-of-compliance are contacted and asked to bring their class times into compliance. Each college office is responsible for assuring departments adhere to guidelines to fulfill the scheduling objectives. It is crucial that departments comply before students begin to register for classes.

Room shortage remedies include:

- Ask departments to utilize their own space for classes, as applicable, rather than requesting general classroom space. Note, may lose State monies for classes in a department owned room. See Capital Planning.
- Ask departments to change meeting time of a class to non-prime time.
- Decreasing the preferred 70% fill ratio of the room (for example, allowing a class of 30 to meet in a room with a capacity of 60)

The Office of Registration and Records meets with colleges and departments to assist them in setting up their classes to better comply with the BGSU time rules. Examining creative ways to comply with guidelines to address their unique reasons for being out of compliance.

V. Looking Ahead

Registration and Records continues to work toward improving room utilization. The goal is 70% utilization in general classrooms. Proactive thinking and intensive planning are the key to good room utilization.

General classrooms may be viewed online at:

<https://www.bgsu.edu/design-and-construction/classroom-maps.html>