

BGSU Space Report

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 - 8,621
- Large lecture halls (capacity of 70 or higher) - 24
- Rooms with technology (web access and video projector, etc) - 139
- Rooms without technology - 24
- Details:
 - Rooms with capacity 1 to 40 - 88
 - Rooms with capacity 41 to 60 - 50
 - Rooms with capacity 61 to 100 - 15
 - Rooms with capacity 101 to 294 - 10

ITS computer labs - 13

- 8 PC labs and 5 Mac labs
- ITS labs are scheduled for classes first, then can be individually reserved at any open times.
- The shortage of labs has made it difficult for faculty and students to find open labs times for their course work.

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

Scheduled for classes first, then can be reserved on a day by day basis.

Department-owned rooms

Many colleges, schools and departments 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**.
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 may 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. 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, when classroom space is no longer available, reports are produced to determine if any departments have violated the time rules. 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 in order to fulfill the scheduling objectives. It is crucial that departments are in compliance before students begin to register for classes.

Room shortage 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. May lose State monies in a department owned room. See Capital Planning.
- d. Ask departments to change meeting time of a class to non-prime time.

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. The room scheduling software R25 includes a module called X25. X25 can provide detailed reports about room utilization and assist with determining problem areas.

An issue that continues to be a challenge is updating classroom space. There are 24 general classrooms with problems such as no technology, no air conditioning, inadequate lighting, and poor acoustics. These rooms must be scheduled with classes when there is a shortage of classrooms during prime time.

As new space is developed across campus, Registration and Records proposes that these rooms become general classrooms instead of being assigned to specific areas or Colleges. Registration and Records can collaborate with a department if priority needs to be given for assigning classes.

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