

Utah System of Higher Education



USHE Space Utilization Report
2017-2018

Higher Education Appropriations
February 2019

Policy R751 Adopted in March 2018

- Affirms and adopts:
 - System goal to efficiently utilize space
 - Classroom and lab utilization standards
- Requires:
 - Central scheduling of classrooms and labs
 - Annual system-wide utilization report and data submission
 - Annual institutional utilization reports
 - Institutional utilization policies



R751, Institutional Facilities Space Utilization¹

R751-1. Purpose: To provide a system-wide policy and standard for the utilization of classrooms and teaching laboratories as well as an annual reporting requirement that together will encourage the optimization of institutional space and the more efficient allocation of institutional resources in the assignment and utilization of available space.

R751-2. References

- 2.1. Utah Code §53B-1-103 (Establishment of State Board of Regents – Powers, duties, and authority)
- 2.2. Utah Code §53B-6-102 (Standardized Systems Prescribed by the Board)
- 2.3. Policies and Procedures R701, Capital Facilities
- 2.4. Policies and Procedures R706, Capital Facilities Master Planning

R751-3. Policy

3.1. Efficient and Effective Use of Space: Institutions in the Utah System of Higher Education shall ensure that all capital assets are used effectively and efficiently. Institutions shall take steps to maximize the use of space in existing buildings through long-term strategic planning and routine use of utilization information.

3.2. Central Scheduling: Classrooms and teaching laboratories should be centrally scheduled by the institution. Departments and colleges should not have proprietary use or control of classrooms and teaching laboratories but may be accorded priority scheduling by the central scheduling office if warranted. Deviations from this rule should be rare and documented by the Chief Academic Officer.

3.3. Annual Classroom and Laboratory Utilization Report to the Board of Regents: The Commissioner shall report annually to the Board of Regents the utilization of classrooms and laboratories owned and operated by the institutions in the Utah System of Higher Education.

3.3.1 Institutional Utilization Information: In accordance with procedures and forms developed by the Commissioner's Office, institutions shall annually submit utilization information for institutionally owned classroom and teaching laboratory space by December 1 of each year. That information shall include:

- o Utilization by term including summer, spring, and fall terms
- o Utilization by campus including branch campuses and main campuses
- o Utilization by building and room

3.3.2 Institutional Reporting: Institutions shall ensure that information provided to the Commissioner's Office is accurate and conforms to prescribed standards. Institutions may adopt guidelines or policy to ensure the effective reporting of classroom and teaching laboratory utilization.

¹Adopted March 30, 2018.

National Utilization Standards

System/Institution	Year	Institutional Standards			
		Classroom Utilization	Classroom Occupancy	Laboratory Utilization	Laboratory Occupancy
Colorado Higher Education	2015	30	67%	30	80%
Florida Department Education	2014	40	60%	30	80%
Kentucky Council Post-Secondary Ed.	2016	36	67%	23	80%
North Carolina Higher Education	2000	35	65%	20	75%
South Carolina Commission Higher Ed.	2011	30	60%		
HEWV Architects Professional Expectation	2015	35	70%	24	80%
HEWV Architects Professional Expectation	2016	33	67%	22	75%
Rice University	2015-16	31.5	60%		
UNC - Chapel Hill	2004	35	65%		
Average		33.9	64.6%	24.8	78.3%



Regent Utilization Standards (Policy R751)

Room Utilization Rate (RUR) – how many hours a room is scheduled for use

Station Occupancy Rate (SOR) – the percent of stations/seats that are occupied when compared to the total capacity

	Room Utilization (RUR)	Seat Occupancy (SOR)
Classroom	33.75* hours per week	66.7% seat occupancy
Teaching Lab	24.75** hours per week	80% station occupancy

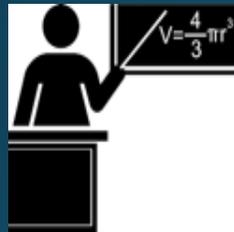
*75% scheduling of classrooms during a 45-hour week

** 50% scheduling of labs during a 45-hour week

Institutional Utilization Challenges



Specialization of space prevents general use



Functional obsolescence of rooms



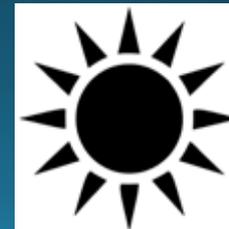
Low student and faculty demand for older facilities



Non-traditional and part-time student work schedules

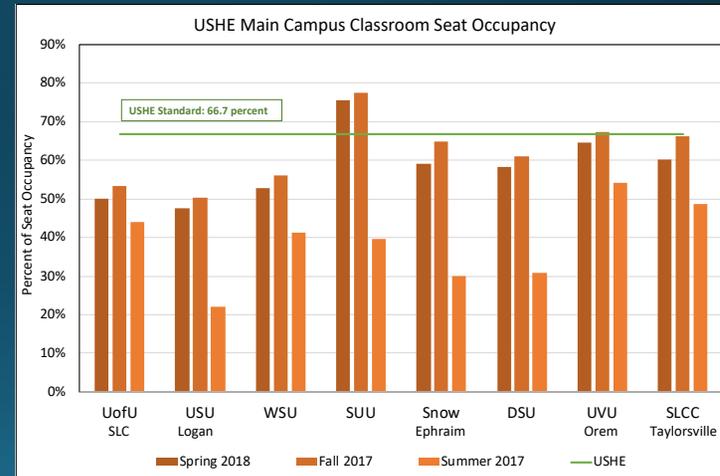
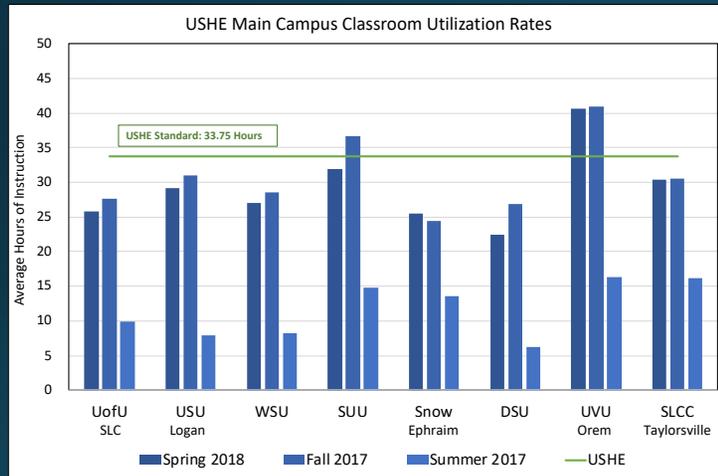


Inability to make ADA accommodations

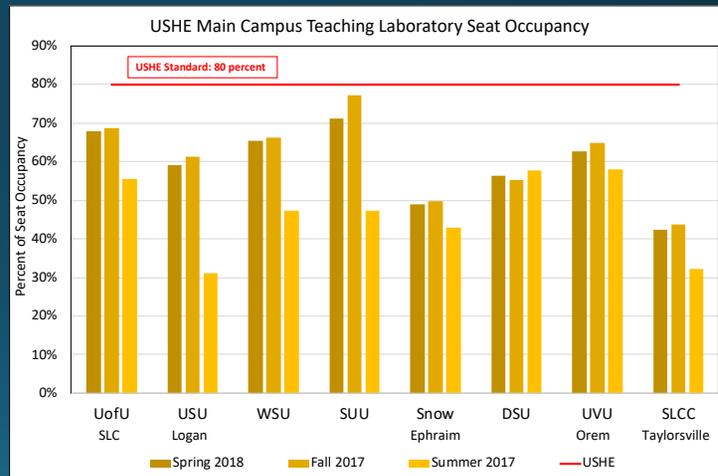
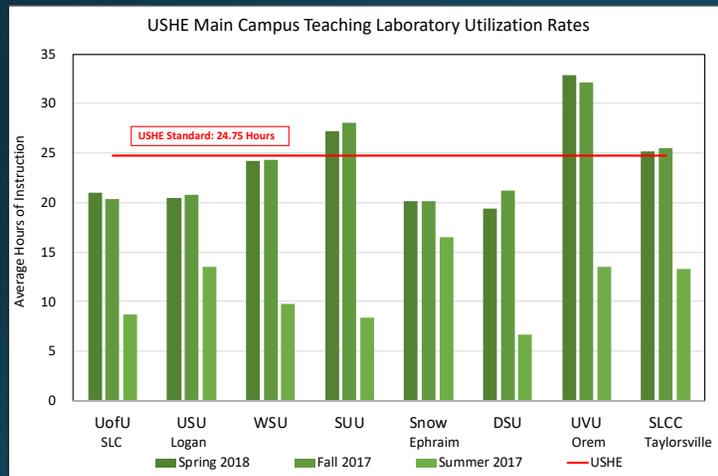


Summer vacations or work experiences

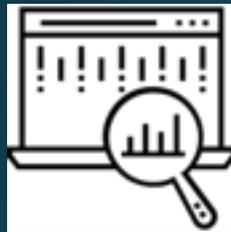
USHE 2017-18 Main Campus Classroom Utilization



USHE 2017-18 Main Campus Laboratory Utilization



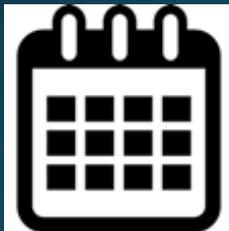
Strategies for Utilization Improvement



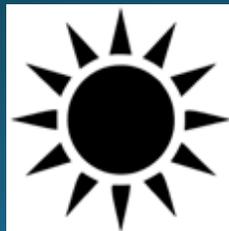
1. Data Collection and Monitoring



2. Regent Metric Reporting



3. Central Scheduling



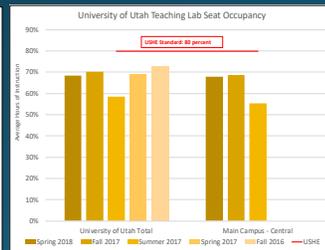
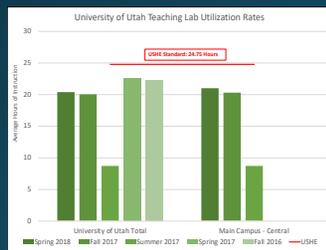
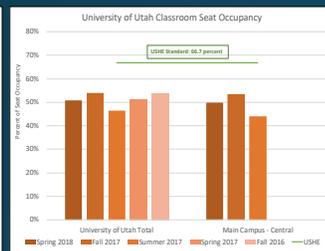
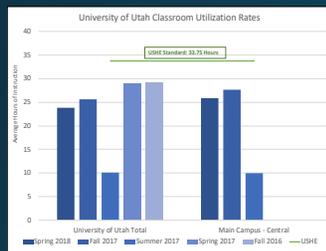
4. Summer Utilization



5. Non-Instructional Use Tracking

Strategy 1: Data Collection and Monitoring

Classroom and Lab Utilization: term (summer, spring, and fall); campus (main and branch); building



	Spring 2018				Fall 2017				Summer 2017			
	Room Utilization	# Rooms	Station Occupancy Rate	# Seats	Room Utilization	# Rooms	Station Occupancy Rate	# Seats	Room Utilization	# Rooms	Station Occupancy Rate	# Seats
University of Utah Total	20.4	102	68.5%	3,112	20.0	99	70.4%	2,961	8.7	41	58.4%	1,399
Main Campus - Central	21.0	97	67.8%	2,970	20.3	95	68.6%	2,839	8.7	39	55.5%	1,324
Sheets Marriott Cntr. Dance	40.1	6	57.4%	240	35.9	6	60.2%	240	1.5	2	41.3%	80
Art Building	28.0	10	68.5%	223	25.6	10	71.7%	223	8.1	5	87.3%	112
Biology Building	4.8	2	85.4%	64	10.3	5	70.3%	141				
Business Classroom Building	15.2	3	63.6%	103	9.5	2	67.0%	73				
Gardner Hall	19.4	8	39.8%	479	21.7	8	43.5%	479	5.0	3	29.4%	234
Film and Media Arts Building	13.6	2	120.3%	50	9.7	2	57.8%	50	6.3	1	20.0%	40
Fine Arts West	16.3	6	69.1%	112	12.9	7	62.4%	132	3.0	1	60.0%	20
Sutton Building	11.1	5	66.8%	88	12.6	5	83.3%	88	3.3	1	90.0%	20
Hedco Building	3.2	1	62.5%	24	6.3	1	83.3%	24				
Eyring Chemistry Building	30.7	9	86.2%	216	31.9	10	91.0%	231	13.2	9	66.0%	207
HPER East	13.6	2	77.5%	52	16.3	2	60.8%	52	13.0	1	13.3%	30
HPER West	40.4	1	80.8%	25	40.6	1	99.2%	25	13.8	1	47.3%	25
Marriott Library	18.2	6	61.3%	207	22.6	6	54.1%	207	3.7	4	41.5%	156
Talmage Building	7.3	2	93.8%	60	9.4	3	61.1%	84	7.3	2	66.2%	60
Merill Engineering Building	22.4	9	71.6%	324	14.0	4	87.7%	134				
Language & Comm. Bldg.	21.7	4	78.9%	88	19.6	5	72.8%	93	9.3	2	88.7%	52
Cowles Building	11.0	1	44.3%	35	8.2	1	52.9%	35	1.8	1	68.6%	35
Performing Arts Building	23.9	4	44.3%	215	25.1	4	47.6%	215	13.1	2	10.6%	155
Physics Building	16.4	6	75.0%	116	19.9	6	78.6%	116	6.3	2	60.6%	44
Pioneer Memorial Theatre	16.5	1	56.1%	30	18.0	1	54.4%	30				
Sculpture Building	14.8	2	50.5%	54	14.5	3	39.8%	78	7.8	1	50.0%	30
Social & Behavioral Sciences	18.8	1	41.0%	40	10.2	1	37.1%	40				
Thatcher Bldg. Bio.Chemistry	22.7	2	59.5%	36	25.2	1	45.8%	24	25.0	1	47.2%	24
Browning Building	9.1	1	56.0%	25	1.5	1	60.0%	25				
Crocker Science Center	13.2	2	93.3%	44								
Nielsen Fieldhouse	10.8	1	110.0%	20								
Main Campus - Research Park	9.3	5	96.8%	142	12.8	4	124.1%	122	9.0	2	127.5%	75
Dumke Health Professions	9.3	5	96.8%	142	12.8	4	124.1%	122	9.0	2	127.5%	75



Strategy 2 : Regent Metric Reporting

Regent Classroom Utilization Score: 22.5

Institution	Baseline (2017-18) Classroom Utilization	Goal by 2025
U of U - SLC	14.76	Meet or exceed the 22.5 classroom utilization score by 2025
USU - Logan	15.59	Improve classroom utilization score by 2% annually
WSU- Ogden/Davis	15.97	Meet or exceed the 22.5 classroom utilization score by 2025
SUU - Cedar	28.40	Improve the classroom utilization score to 32 by 2025 by increasing Classroom Utilization Rate to 40 hours per week and Classroom Station Occupancy Rate to 80%
UVU - Orem	27.55	Meet or exceed the 22.5 classroom utilization score each year
DSU - St. George	16.35	Increase classroom utilization score by 1.25 per year through 2025
SLCC- Taylorsville	20.28	Meet or exceed the 22.5 classroom utilization score by 2025
Snow - Ephraim	15.90	Meet or exceed the 22.5 classroom utilization score by 2025

Strategy 3: Central Scheduling

Centralized

Decentralized

100%



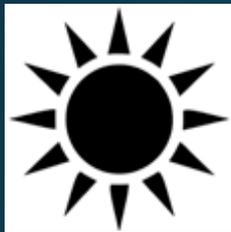
Utah State University schedules approximately 95% of classroom space and is in the process of centralizing laboratories by FY2020.

Snow College is 60% centrally scheduled and is establishing a central scheduling committee to be in full compliance by spring of 2019.

Weber State University was historically decentralized and is working towards centralization with a new software solution in FY 2019 and 100% completion by Spring semester 2020.

1. University of Utah
2. Southern Utah University
3. Dixie State University
4. Utah Valley University
5. Salt Lake Community College

Strategy 4 and 5



• Encouraging Summer Utilization

- Encourage faculty to offer more summer courses
- SUU plans for year-round enrollment
- WSU tri-term schedule will full scheduling in summer



• Tracking and Quantifying Non-Instructional Use

- Integration of event scheduling software
- Tracking community engagement
- Tracking student study groups



Utah System of Higher Education

Questions?