

## INDIANA UNIVERSITY - PURDUE UNIVERSITY

AT FORT WAYNE

2101 COLISEUM BOULEVARD EAST

FORT WAYNE, INDIANA 46805

TO: The Fort Wayne Faculty Senate

FROM: Jack C. Dahl, Assistant Vice Chancellor for Information Systems  
and Registrar

SUBJECT: Room Utilization

DATE: November 12, 1984

At the last Senate meeting, Acting Chancellor Nicholson asked for a brief report on classroom utilization. The report will focus on three topics:

1. The impact of the request to the deans and division chairs to move classes to off-peak times.
2. A summary of utilization statistics for this semester.
3. An explanation of the philosophy used in room scheduling.

1. After a review of room utilization last year, the deans and division chairs were asked to promote the scheduling of classes during non-peak times. It is too soon to evaluate the results of this request since it came during the middle of schedule preparation for this fall semester. However, fall statistics do show the following room utilization changes:

7:30 AM TR increased from 17 to 24%  
 12:00 Noon TR increased from 66 to 74%  
 12:00 Noon MWF increased from 28 to 34%  
 No significant change in afternoon classes

2. Overall room utilization this fall semester can be summarized as follows:

Prior to 9:00, less than one-third of general rooms are in use.  
 From 9:00-noon, 80-90% of general rooms are in use.  
 There is a significant drop in use at noon to 35% MWF and 75% TR.  
 During early afternoon, utilization ranges from 75-80%.  
 Later in the afternoon, utilization drops to 20-40%.  
 At 4:30, utilization increases to about 80%.  
 Evening utilization is as follows: 6:00 85-95%  
   7:30 75%  
   9:00 20%

3. The room assignment policy is to allow as much freedom to units and departments as possible. Thus, there is no required time spread for classes, and relatively large numbers of classes are approved for non-standard class times. Basically, if a suitable room is available at the time requested, it will be assigned.

This has the added benefit of dramatizing the need for additional space at prime times. Requests for space made by the campus carry more weight if there is full utilization at prime times, even if non-prime time utilization is low, than if utilization were consistent at 75-80%.

In closing, I would like to emphasize the last point. Room utilization statistics are a key factor in justifying the need for additional space. When the CM and Multipurpose buildings were authorized, this campus had the highest utilization rate in the state. So please be sure that the reports provided to you accurately show the actual meeting schedule for all classes.