

March 21, 2018

MEMORANDUM

TO: State Board of Regents

FROM: David L. Buhler

SUBJECT: USHE – Adoption of Policy R751, Institutional Facilities Space Utilization

Issue

At the direction of the Board of Regents, the Commissioner's Office partnered with USHE institutions to complete a space utilization study focused on the use of classrooms and teaching laboratories. The study resulted in several recommendations including the establishment of a formal system-wide utilization policy which requires an annual report of institutional classroom and laboratory utilization, as well as the central scheduling of classrooms and teaching laboratories.

Background

Utah code delegates authority to the Board of Regents to control and manage the real property of USHE institutions. The current Policy R751, *Capital Facilities Space Scheduling and Assignment* requires USHE institutions to establish institutional policies for space scheduling but provides only broad guidelines and does not require specific policy content. While the Board of Regents encourages the efficient and effective use of institutional facilities, the current policy does not provide specific guidance for utilization or space use.

A system-wide utilization study recommends the establishment of a more specific policy to measure, assess, and report classroom and teaching laboratory utilization system-wide. The Commissioner's Office recommends the Board of Regents replace the current Policy R751 with a new Policy R751 with the title of *Institutional Facilities Space Utilization*. The new policy will provide greater clarity to the Board and institutions as to what is expected in the utilization of USHE classrooms and laboratories and provide for annual utilization reporting.

Specifically, the new policy requires:

- An annual system-wide space utilization report
- Annual utilization data submissions by USHE institutions
- Annual USHE institutional reporting of utilization goals and accomplishments
- Central scheduling of classrooms and teaching laboratories
- Standards for classroom and teaching laboratory utilization:

- 75% scheduling of all classrooms during a 45-hour week—33.75 hours per week
- 66.7% seat occupancy of classrooms
- 55% scheduling of all laboratories during a 45-hour week—24.75 hours per week
- 80% station occupancy of teaching laboratories
- Policies developed by each USHE institution addressing space scheduling, utilization, and assignment.

Commissioner's Recommendation

The Commissioner recommends the Regents delete Policy R751, *Capital Facilities Space Scheduling and Assignment* and adopt Policy R751, *Institutional Facilities Space Utilization* in its place, effective immediately.

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David L. Buhler  
Commissioner of Higher Education

DLB/KLH/RPA  
Attachments

## USHE Space Utilization *Classrooms and Laboratories*

The Commissioner's Office has partnered with the USHE institutions to complete an initial space utilization study focused on the use of classrooms and teaching laboratories in an effort to address and inform the Board regarding effective use of facility resources and policy development for capital facilities. This issue brief highlights the findings of that study and is intended to be a starting point for continued dialogue and information gathering related to institutional space utilization.

Space utilization reported in this brief refers to credit-bearing courses taught in classrooms and laboratories—the quantifiable portion of the total actual utilization occurring on USHE institutional campuses. It should be noted that we recognize instruction also occurs in locations outside of classrooms and labs and that many other activities besides instruction occurs in classrooms and laboratories. As the Board of Regents and institutions focus on facility use, there is optimism that the quantifiable utilization will improve as well as the ability to capture the usage that is currently difficult to quantify.

This brief is divided into five sections. The first details the types of space found in USHE institutions as reported in the annual space inventory portion of the data book. The second describes the standard utilization metrics for classrooms and teaching laboratories used by higher education institutions. The third examines space utilization standards and guidelines used by USHE, other state systems of higher education, and other institutions. The fourth presents current utilization information submitted by USHE institutions and the final section provides recommendations for action and policy for the Board's consideration. Four appendices are also included for more information on USHE space inventory and space utilization.

### USHE Space Inventory

Utah statute grants the Board of Regents title and control over institutional facilities and property (U.C.A. 53B-21). Each year the Board of Regents reviews existing facility inventories and prioritizes additional institutional capital requests based, in part, on a space inventory submitted by each institution. The space inventory contains a detailed listing of room assignments within institutional facilities and documents the square footage of owned and leased property.

The most recent USHE Space Inventory for 2017-18 records the assignment of over 33.8 million square feet of institutional space (see Appendix A). Of that space, 9.5 million square feet is considered non-assignable—and consists of hallways, restrooms, elevators, mechanical, and structural areas of a facility. An additional 6.7 million square feet is occupied by auxiliary enterprises (bookstores, housing, food services, etc.) as well as a proration of space that directly support athletics and student recreation. Also included in the space inventory is 1.5 million square feet of hospitals and clinics (primarily at the University of Utah) and 4.3 million square feet of institutional unique space like medical school, farms, and airport hangers. The remainder of the space is approximately 11.7 million square feet of instructional, study, research, and office space referred to in the inventory as "Needs Analysis" space.

While classrooms and teaching laboratories only account for a limited portion of all institutional space (five percent and seven percent respectively), classrooms and labs account for close to one-third of Needs Analysis space used for capital facilities request purposes. Removing auxiliary, hospital, and institutional-unique space from the inventory results in classrooms accounting for 13 percent and labs accounting for 19 percent of the

remaining space. Table 1 shows the percentages of Needs Analysis space by USHE institution for the 2017-18 space inventory. The proportion of classrooms and teaching laboratory space varies by institution mission and can be demonstrated with community colleges and regional universities typically having more proportionate classrooms and laboratory space than research universities.

| 2017-18 Space Inventory Institution | Classroom<br>100 | Lab<br>200 | Research<br>250 | Office<br>300 | Study<br>400 | Special Use<br>500 | General Use<br>600 | Support<br>700 | Net Assignable Subtotal |
|-------------------------------------|------------------|------------|-----------------|---------------|--------------|--------------------|--------------------|----------------|-------------------------|
| University of Utah                  | 9%               | 11%        | 18%             | 34%           | 9%           | 4%                 | 5%                 | 7%             | 100%                    |
| Utah State University               | 13%              | 17%        | 14%             | 26%           | 8%           | 5%                 | 4%                 | 11%            | 100%                    |
| Weber State University              | 16%              | 24%        | 2%              | 26%           | 11%          | 6%                 | 9%                 | 6%             | 100%                    |
| Southern Utah University            | 14%              | 28%        | 0%              | 26%           | 12%          | 5%                 | 5%                 | 9%             | 100%                    |
| Snow College                        | 13%              | 30%        | 0%              | 16%           | 6%           | 20%                | 12%                | 4%             | 100%                    |
| Dixie State University              | 18%              | 16%        | 0%              | 25%           | 11%          | 9%                 | 15%                | 5%             | 100%                    |
| Utah Valley State College           | 14%              | 26%        | 0%              | 26%           | 7%           | 7%                 | 2%                 | 16%            | 100%                    |
| Salt Lake Community College         | 17%              | 31%        | 0%              | 21%           | 4%           | 10%                | 6%                 | 10%            | 100%                    |
| <b>All USE Institutions</b>         | <b>13%</b>       | <b>19%</b> | <b>9%</b>       | <b>28%</b>    | <b>8%</b>    | <b>6%</b>          | <b>6%</b>          | <b>9%</b>      | <b>100%</b>             |

Table 1

## Utilization Metrics

Even though many diverse non-instructional activities occur on campus and instruction happens in other space, including virtual space, higher education institutions typically measure space utilization in terms of credit-bearing courses held in classrooms and laboratories. Classrooms and teaching laboratories represent the primary space where institutions serve students as they work towards completing their educational goals. For the study presented in this issue brief, space utilization is defined as the use of classroom and laboratory space associated with credit-bearing courses.

Despite the focus on credit-bearing courses for this study, institutions utilize classrooms and laboratories for non-credit bearing courses and community engagement each semester. More specifically, classrooms often accommodate a broad number of higher education activities including institution and community events and spontaneous student study. These types of activities are not tracked in the same way as credit-bearing courses and are therefore difficult to measure from a system perspective at this time. To the extent that USHE institutions are able to capture non-credit activities occurring in classrooms and laboratories, utilization metrics will improve over time.

Though most on campus credit-bearing courses are taught in space designated as classrooms and teaching laboratories, a significant amount of instruction occurs in other space such as libraries, special use space, and conference rooms. USHE institutions differ in course offerings and space assignment, but some have as much as 30 percent of credit-bearing instruction taught outside of classroom and laboratory space. This is in addition to any instruction that happens online or in virtual classrooms.

Higher education space utilization typically measures two separate factors of classroom and laboratory space usage: the number of hours a room is used and how many people occupy the rooms when in use. The standard metrics for these factors are:

- 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

For this study, room utilization rates and station occupancy rates were measured by term and major campus location. The information in this brief highlights Fall 2016 and Spring 2017 utilization measures. While Summer 2016 information was also provided, several institutions interpreted the data request differently and reported information inconsistently; therefore Summer 2016 utilization rates are omitted from the charts below (but, have been included in Appendix C for reference). It is recommended that summer term data (in addition to spring and fall terms) be included in future reports on space utilization.

Institutions reported utilization information by campus including the main campus and branch campuses. The Infrastructure and General Government Appropriations Subcommittee of the State Legislature recently requested the Division of Facilities, Construction, and Management in coordination with the State Building Board to study facility utilization in state facilities. The Office of the Commissioner will work with those entities to share utilization data and recommends that future reporting include building-level detail in order to accommodate the legislative request. To provide that information, institutions would report RUR and SOR measures on at a building-specific level.

### Space Utilization Standards

The current Capital Development Prioritization (CDP) process of the Board of Regents assesses need for classroom and teaching laboratory space based on a space utilization guideline that was adopted several years ago (2010) by the Board of Regents and the State Building Board. The CDP assumes that classrooms and labs will be operated according to these criteria:

- Classroom RUR: 75% scheduling of all classrooms during a 45-hour week—33.75 hours per week
- Classroom SOR: 66.7% seat occupancy
- Laboratory RUR: 50% scheduling of all laboratories during a 45-hour week—22.5 hours per week
- Laboratory SOR: 80% station occupancy

While the Board of Regents have not adopted specific space utilization standards, the guidelines included in the CDP are provided as a starting point for discussion. As a comparison, Table 2 below shows the utilization standards used by other State Systems and institutions. The California state system has the highest standard for classroom utilization at 52.5 hours, whereas the average of the remaining entities is closer to 33 hours. Most state systems and institutions shown in Table 2 have a similar classroom and laboratory occupancy rate as the USHE guideline, while the average laboratory utilization rate is slightly higher than the USHE guideline.

| Institution/Entity                        | Year        | Institutional Standards |                     |                        |                      |
|---|-------------|-------------------------|---------------------|------------------------|----------------------|
|   |             | Classroom Utilization   | Classroom Occupancy | Laboratory Utilization | Laboratory Occupancy |
| <i>Utah System Higher Education</i>       | <i>2010</i> | <i>33.75</i>            | <i>66.7%</i>        | <i>22.5</i>            | <i>80%</i>           |
| Arizona System of Higher Education        | 1997        | 30                      | 60%                 | N/A                    | N/A                  |
| Cal State System (California Legislature) | 2015        | 52.5                    | 66%                 | 27.5                   | 85%                  |
| 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%                 | N/A                    | N/A                  |
| Washington System of Higher Education     | 1994        | 30                      | 60%                 | 20                     | 80%                  |
| HEWV Architects Professional Expectation  | 2015        | 35                      | 70%                 | 24                     | 80%                  |
| HEWV Architects Professional Expectation  | 2016        | 33                      | 67%                 | 22                     | 75%                  |
| University of Washington                  | 2014        | 27                      | 67%                 | N/A                    | N/A                  |
| Rice University                           | 2015-16     | 31.5                    | 60%                 | N/A                    | N/A                  |
| UNC - Chapel Hill                         | 2004        | 35                      | 65%                 | N/A                    | N/A                  |
| <b>Average</b>                            |             | <b>34.2</b>             | <b>64%</b>          | <b>24.3</b>            | <b>79%</b>           |

Table 2

With the exception California, the space utilization standards from the entities and institutions shown in Table 2 are based on an operational expectation of approximately 45 hours a week. Like Utah, the hours of operation of these systems and institutions are much broader than a normal 8 a.m. to 5 p.m. business model. While institutions operate beyond a nine-hour, five-day work week, they are also limited by finite operating capacity due to student demand and faculty supply. Hours of operation in the context of utilization standards may be worthy of future discussion.

### USHE Initial Utilization Data

The following charts depict the Room Utilization Rates for USHE institutions for Fall 2016 and Spring 2017 and include the guidelines adopted from the USHE CDP process.

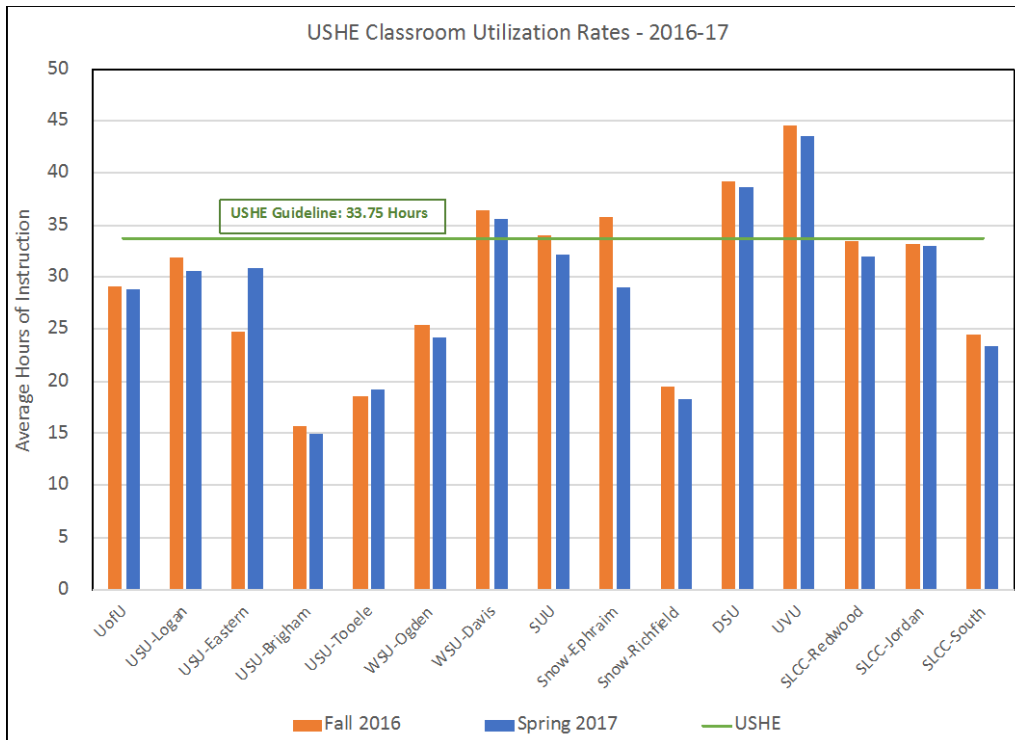


Chart 1

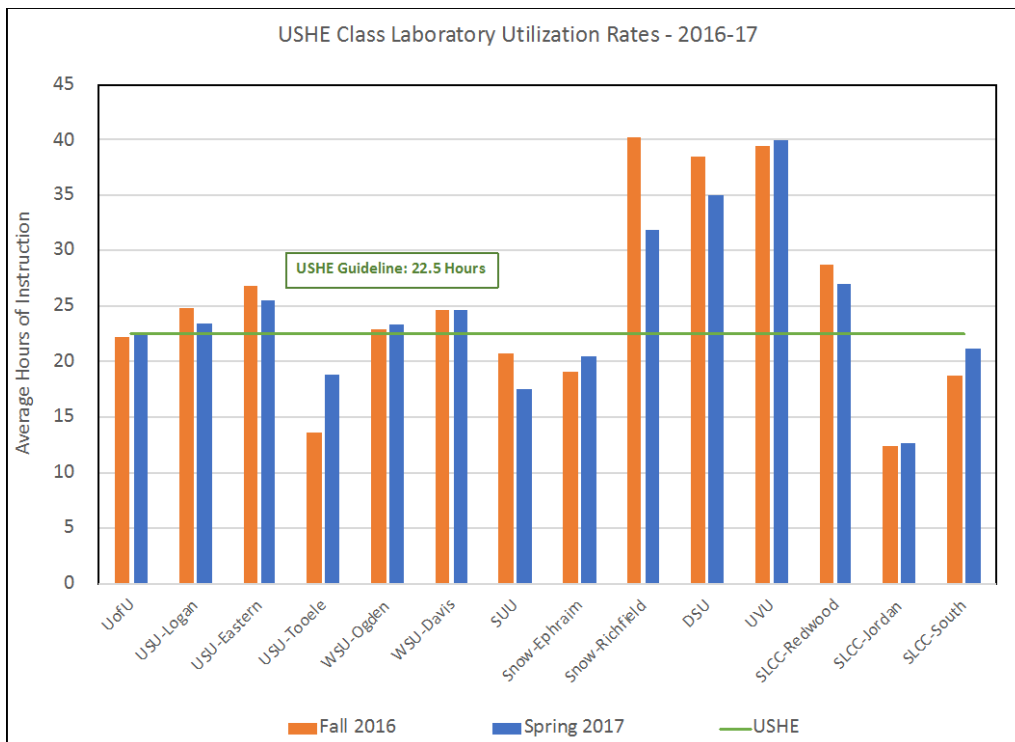


Chart 2

The following charts depict the Station Occupancy Rates for USHE institutions for Fall 2016 and Spring 2017 and include the guidelines adopted from the USHE CDP process.

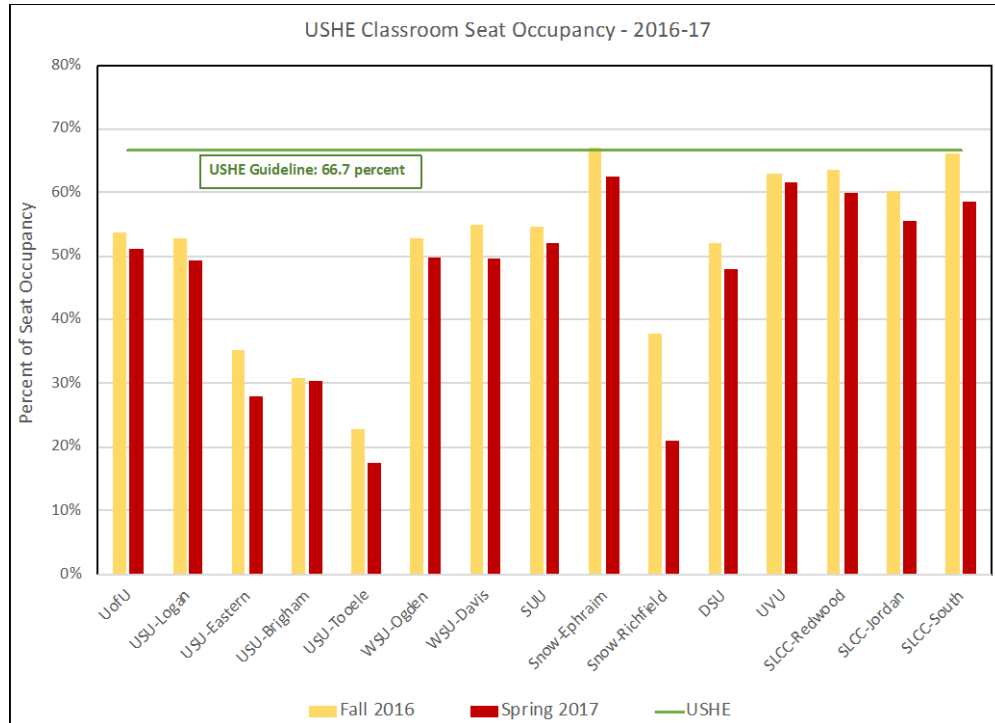


Chart 3

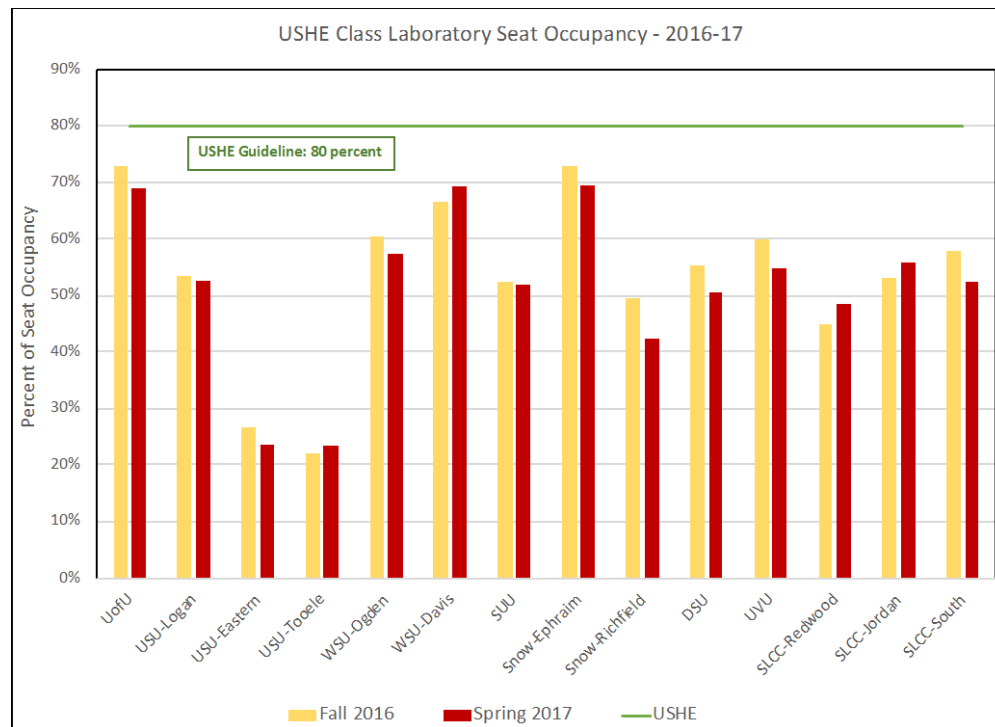


Chart 4



## Recommendations

After completing this study, the Commissioner's Office has identified the following recommendations for the Board's consideration, each of which is described in more detail below.

- Establish a formal policy and annual reporting requirement regarding space utilization
- Adopt the utilization metrics and benchmarks for institutions to report
- Direct all institutions to centrally control and schedule classroom and teaching laboratory spaces.

### *Space Utilization Policy and Reporting*

While the Board of Regents encourages the efficient and effective use of institutional facilities, the Board does not currently have a policy on space utilization that governs USHE institutions. As a result, several institutions had difficulty collecting, compiling, and presenting utilization information. The Commissioner's Office recommends the Board of Regents adopt a space utilization policy that includes a requirement for an annual space utilization report and data submissions by the institutions. Establishing a formal policy and an annual reporting requirement will incent better data collection and reporting by the USHE institutions.

### *Adoption of Metrics and Benchmarks*

As classrooms and teaching labs are the most common space measured for utilization, the Commissioner's Office recommends that institutions continue to report on these two types of space. Finding that room utilization rates and seat occupancy rates are the most commonly reported measures of utilization among institutions of higher education, the Commissioner's Office also recommends continuing to report utilization by SOR and RUR. The Commissioner's Office further recommends that the annual utilization report and data submission include information on all three terms including summer term, information on branch campuses as well as main campuses, and information by building.

As part of the space utilization policy adopted by the Board of Regents, the Commissioner's Office recommends adopting the following as standards for USHE classroom and laboratory utilization:

- Classroom RUR: 75% scheduling of all classrooms during a 45-hour week—33.75 hours per week (or 48% scheduling of all classrooms during a 70-hour week -33.75 hours per week – based on hours of operation)
- Classroom SOR: 66.7% seat occupancy
- Laboratory RUR: 55% scheduling of all laboratories during a 45-hour week—24.75 hours per week (or 35% scheduling of all laboratories during a 70-hour week – 24.75 hours per week – based on hours of operation)
- Laboratory SOR: 80% station occupancy

### *Central Scheduling Policy*

Part of the challenge institutions face in reporting utilization information is the varying degree of control institutional central scheduling offices have over classroom and lab scheduling. The Commissioner's Office recommends establishing a USHE policy that all general classroom and teaching laboratory space be centrally scheduled. Departments and colleges could still be given priority in scheduling space in buildings where they reside but should not have proprietary use of the facilities.

## **Appendix A: USHE 2017-18 Space Inventory**

| 2017-18 Space Inventory<br>Space Categories | Net Assignable Square Feet |                  |                  |                  |                  |                    |                    |                  |                    |                    |                     |                   | Net<br>Assignable<br>Subtotal | Non<br>Assignable<br>Structural<br>Square<br>Feet | Gross<br>Square<br>Feet<br>Total |
|---|----------------------------|------------------|------------------|------------------|------------------|--------------------|--------------------|------------------|--------------------|--------------------|---------------------|-------------------|-------------------------------|---|----------------------------------|
|   | Classroom<br>100           | Lab<br>200       | Research<br>250  | Office<br>300    | Study<br>400     | Special Use<br>500 | General Use<br>600 | Support<br>700   | Health Care<br>800 | Residential<br>900 | Unclassified<br>000 |                   |                               |   |                                  |
| Needs Analysis                              | 1,510,804                  | 2,271,154        | 1,056,770        | 3,236,079        | 972,578          | 742,718            | 684,902            | 1,092,120        | 32,014             | 13,015             | 85,236              | 11,697,391        |                               |   |                                  |
| Auxiliary                                   | 27,155                     | 30,743           | 9,535            | 437,276          | 29,301           | 1,162,829          | 1,340,453          | 457,170          | 3,572              | 3,206,329          | 21,946              | 6,726,308         |                               |   |                                  |
| Hospital/Clinic                             | 6,985                      | 3,340            | 4,574            | 426,444          | 1,575            | 17,143             | 41,732             | 85,571           | 916,965            | 21,497             | 14,645              | 1,540,471         |                               |   |                                  |
| Institutional Unique                        |                            |                  |                  |                  |                  |                    |                    |                  |                    |                    |                     |                   |                               |   |                                  |
| School of Medicine                          | 50,676                     | 25,952           | 462,455          | 611,364          | 8,142            | 20,972             | 21,612             | 50,025           | 209,815            | 232                | 10,806              | 1,472,051         |                               |   |                                  |
| Public Broadcast Facilities                 |                            | 5,556            |                  | 41,414           |                  | 31,918             | 3,268              | 7,545            |                    |                    |                     | 89,701            |                               |   |                                  |
| Museums/Galleries/Arboretums                | 2,314                      | 4,553            | 521              | 32,835           |                  | 8,884              | 260,769            | 14,537           | 106                | 9,540              | 1,346               | 335,405           |                               |   |                                  |
| Extension/Ag. Experiment Stations           |                            |                  | 1,491            | 49,593           | 355              | 4,709              | 6,966              | 14,052           |                    | 1,876              |                     | 79,042            |                               |   |                                  |
| Farm  | 4,078                      | 631              | 19,161           | 5,532            | 993              | 329,642            | 20,202             | 4,198            | 3,690              | 12,341             |                     | 400,468           |                               |   |                                  |
| Greenhouses                                 |                            |                  |                  | 1,161            |                  | 92,270             |                    |                  |                    |                    |                     | 93,431            |                               |   |                                  |
| Shared w/ other USHE Institutions           | 9,687                      | 2,972            |                  | 4,598            |                  | 161                | 939                | 808              | 513                |                    |                     | 19,677            |                               |   |                                  |
| Hosting/Conference Centers                  | 900                        | 3,443            |                  | 24,352           |                  | 3,166              | 133,377            | 1,118            |                    | 27,849             | 19,118              | 213,323           |                               |   |                                  |
| Public Service Theaters                     |                            | 159              |                  | 23,370           |                  |                    | 184,607            | 29,794           |                    | 4,790              | 2,490               | 245,210           |                               |   |                                  |
| Special Research/Instruction Centers        | 12,468                     | 23,144           | 195,232          | 174,508          | 8,732            | 152,341            | 67,094             | 32,442           | 3,041              | 16,723             |                     | 685,725           |                               |   |                                  |
| Public Service Day Care Facilities          |                            |                  |                  | 565              |                  |                    | 8,733              |                  |                    |                    |                     | 9,298             |                               |   |                                  |
| Student Health Clinics                      |                            |                  |                  | 6,392            |                  |                    | 503                |                  | 7,943              |                    |                     | 14,838            |                               |   |                                  |
| Airport Hangers                             |                            | 6,840            |                  | 15,746           |                  | 28,825             | 1,016              | 61,248           |                    |                    |                     | 113,675           |                               |   |                                  |
| Other                                       |                            |                  |                  |                  |                  |                    |                    |                  |                    |                    |                     |                   |                               |   |                                  |
| Leased Out Space                            | 103,842                    | 82,708           | 15,111           | 198,039          | 2,106            | 35,584             | 37,438             | 3,278            | 1,152              | 20,560             | 20,426              | 520,244           |                               |   |                                  |
| Subtotal - Institutional Unique             | 183,965                    | 155,958          | 693,971          | 1,189,469        | 20,328           | 708,472            | 746,523            | 219,045          | 226,260            | 93,911             | 54,186              | 4,292,089         |                               |   |                                  |
| <b>Total Square Feet</b>                    | <b>1,728,909</b>           | <b>2,461,194</b> | <b>1,764,850</b> | <b>5,289,268</b> | <b>1,023,782</b> | <b>2,631,162</b>   | <b>2,813,610</b>   | <b>1,853,906</b> | <b>1,178,811</b>   | <b>3,334,752</b>   | <b>176,014</b>      | <b>24,256,259</b> | <b>9,544,245</b>              | <b>33,800,503</b>                                 |                                  |
|   | 5%                         | 7%               | 5%               | 16%              | 3%               | 8%                 | 8%                 | 5%               | 3%                 | 10%                | 1%                  | 72%               | 28%                           | 100%  |                                  |

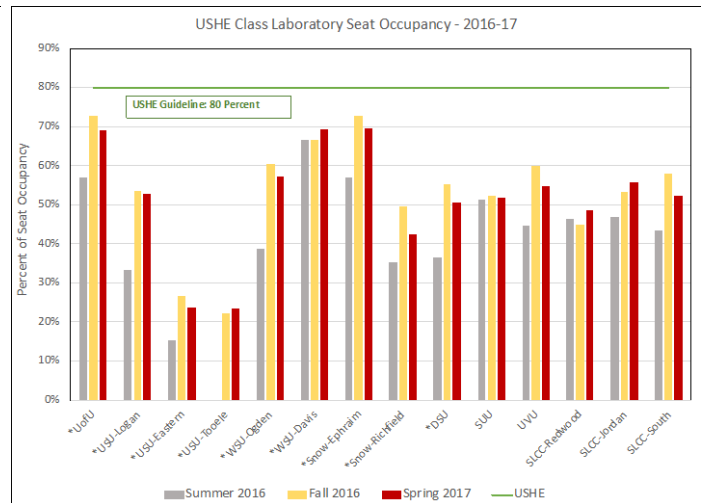
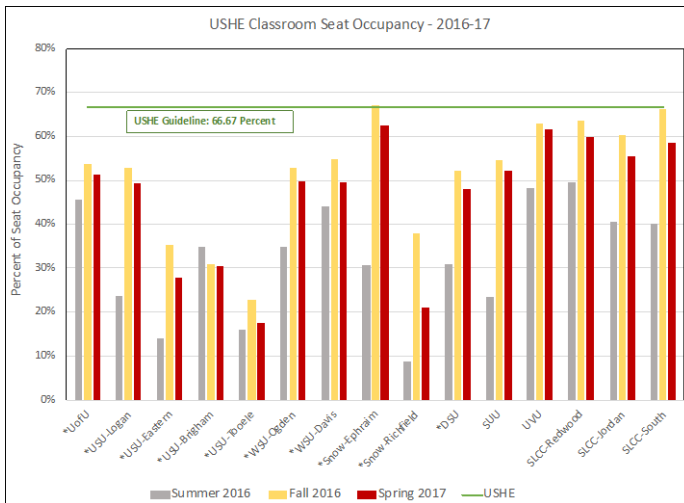
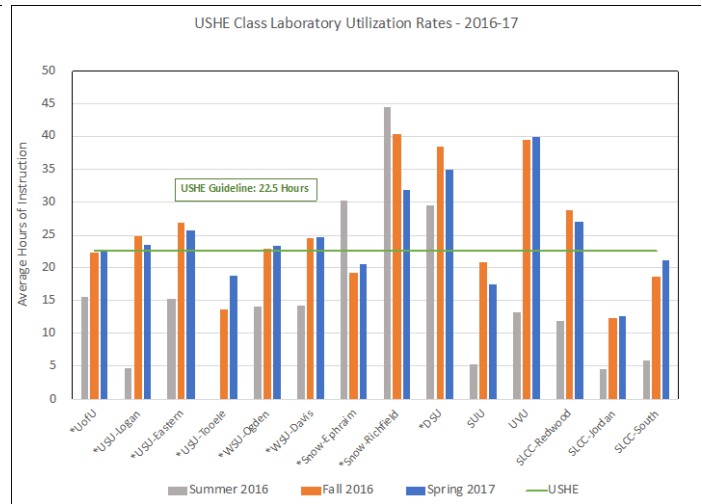
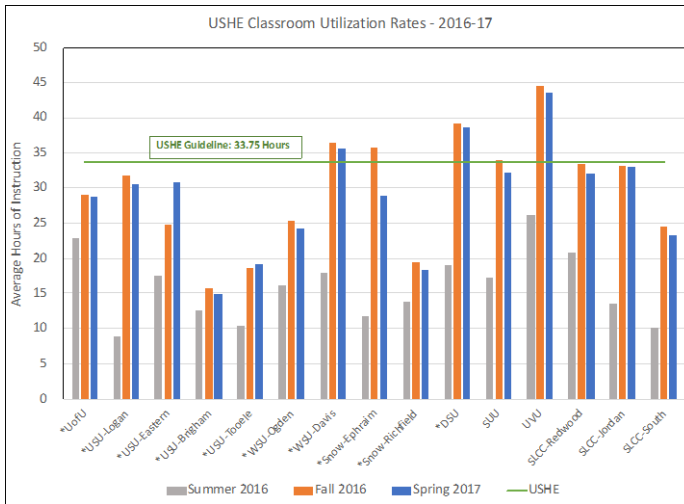
## Appendix B: USHE 2017-18 Space Utilization Data

| Institution    | Fall 2016 Utilization                   |         |  | Spring 2017 Utilization                 |         |  |
|----------------|---|---------|--|---|---------|--|
|                | Classrooms                              |         |  | Classrooms                              |         |  |
|                | Hours Per Week the Rooms Are Used (RUR) | # Rooms | % of Stations Filled When Rooms Are In Use (SOR) | Hours Per Week the Rooms Are Used (RUR) | # Rooms | % of Stations Filled When Rooms Are In Use (SOR) |
| UofU           | 29.2                                    | 223     | 53.7%  | 28.8                                    | 224     | 51.3%  |
| USU-Logan      | 31.9                                    | 159     | 52.7%  | 30.6                                    | 157     | 49.3%  |
| USU-Eastern    | 24.7                                    | 48      | 35.3%  | 30.8                                    | 49      | 27.8%  |
| USU-Brigham    | 15.8                                    | 47      | 31.0%  | 14.9                                    | 46      | 30.5%  |
| USU-Tooele     | 18.7                                    | 21      | 22.9%  | 19.1                                    | 20      | 17.5%  |
| WSU-Ogden      | 25.3                                    | 161     | 52.7%  | 24.2                                    | 161     | 49.7%  |
| WSU-Davis      | 36.5                                    | 38      | 54.8%  | 35.6                                    | 38      | 49.6%  |
| SUU            | 34.1                                    | 81      | 54.6%  | 32.1                                    | 81      | 52.1%  |
| Snow-Ephraim   | 35.7                                    | 44      | 67.1%  | 28.9                                    | 47      | 62.5%  |
| Snow-Richfield | 19.5                                    | 14      | 37.8%  | 18.3                                    | 14      | 20.9%  |
| DSU            | 39.3                                    | 90      | 52.1%  | 38.6                                    | 90      | 48.0%  |
| UVU            | 44.5                                    | 225     | 63.0%  | 43.5                                    | 225     | 61.6%  |
| SLCC-Jordan    | 33.1                                    | 28      | 60.2%  | 33.0                                    | 28      | 55.6%  |
| SLCC-South     | 24.5                                    | 36      | 66.2%  | 23.4                                    | 36      | 58.7%  |
| SLCC-Redwood   | 33.4                                    | 118     | 63.7%  | 32.0                                    | 118     | 59.9%  |

| Institution    | Fall 2016 Utilization                  |         |  | Spring 2017 Utilization                |         |  |
|----------------|--|---------|--|--|---------|--|
|                | Teaching Laboratories                  |         |  | Teaching Laboratories                  |         |  |
|                | Hours Per Week the Labs Are Used (RUR) | # Rooms | % of Stations Filled When Rooms Are In Use (SOR) | Hours Per Week the Labs Are Used (RUR) | # Rooms | % of Stations Filled When Rooms Are In Use (SOR) |
| UofU           | 22.3                                   | 92      | 72.9%  | 22.6                                   | 93      | 69.0%  |
| USU-Logan      | 24.9                                   | 70      | 53.5%  | 23.5                                   | 72      | 52.7%  |
| USU-Eastern    | 26.8                                   | 33      | 26.8%  | 25.6                                   | 32      | 23.5%  |
| USU-Tooele     | 13.5                                   | 5       | 22.0%  | 18.9                                   | 5       | 23.3%  |
| WSU-Ogden      | 22.9                                   | 94      | 60.5%  | 23.3                                   | 90      | 57.3%  |
| WSU-Davis      | 24.6                                   | 20      | 66.7%  | 24.7                                   | 23      | 69.2%  |
| SUU            | 20.8                                   | 44      | 52.5%  | 17.5                                   | 44      | 51.8%  |
| Snow-Ephraim   | 19.1                                   | 59      | 72.8%  | 20.5                                   | 61      | 69.6%  |
| Snow-Richfield | 40.3                                   | 15      | 49.6%  | 31.9                                   | 17      | 42.2%  |
| DSU            | 38.5                                   | 38      | 55.1%  | 34.9                                   | 41      | 50.6%  |
| UVU            | 39.5                                   | 114     | 59.9%  | 40.0                                   | 114     | 54.9%  |
| SLCC-Jordan    | 12.3                                   | 25      | 53.1%  | 12.7                                   | 25      | 55.9%  |
| SLCC-South     | 18.7                                   | 36      | 57.9%  | 21.1                                   | 36      | 52.4%  |
| SLCC-Redwood   | 28.7                                   | 47      | 44.8%  | 27.0                                   | 47      | 48.4%  |

### Appendix C: USHE Space Utilization Data for Summer Term 2015

As noted in the brief, USHE institutions reported Summer 2016 utilization numbers inconsistently. UVU, SLCC, and SUU reported summer utilization based on the total number of classrooms and labs in the inventory. As represented with an asterisk in the following charts, the U, USU, WSU, DSU, and Snow reported summer utilization based on the classrooms and labs scheduled for use during summer term (only a fraction of the total inventory). The Summer term 2016 information provided by the institutions is shown as the grey bars in the charts below.



## Appendix D: Future USHE Space Utilization Recommendation

One of the recommendations included in this Brief is to require an annual space utilization report for USHE institutions. The report would be similar to the information provided in this Brief but would include more consistent summer term data and would provide utilization by building. Future reports will use the information in this Brief as a baseline and will track institutional utilization over time. An example of the data recommended to be required in future utilization reports is provided below.

| <b>Institution</b>                  | <b>Classroom</b> | <b>Laboratory</b> |
|-------------------------------------|------------------|-------------------|
| Number of Rooms                     | 60               | 80                |
| Room Utilization Rate (RUR)         | 33.1             | 25.6              |
| Number of Stations                  | 3,600            | 1,600             |
| Station Occupancy Rate (SOR)        | 65.3%            | 73.2%             |
| <b>Campus A (30 Buildings)</b>      |                  |                   |
| <b>Number of Rooms</b>              | <b>40</b>        | <b>60</b>         |
| <b>Room Utilization Rate (RUR)</b>  | <b>33</b>        | <b>24</b>         |
| <b>Number of Stations</b>           | <b>3,000</b>     | <b>1,200</b>      |
| <b>Station Occupancy Rate (SOR)</b> | <b>64.4%</b>     | <b>48.3%</b>      |
| <b>Campus A, Building A</b>         |                  |                   |
| <b>Number of Rooms</b>              | <b>7</b>         | <b>10</b>         |
| <b>Room Utilization Rate (RUR)</b>  | <b>30.1</b>      | <b>20.9</b>       |
| <b>Number of Stations</b>           | <b>450</b>       | <b>200</b>        |
| <b>Station Occupancy Rate (SOR)</b> | <b>68.3%</b>     | <b>71.7%</b>      |
| <b>Campus A, Building B</b>         |                  |                   |
| <b>Number of Rooms</b>              | <b>10</b>        | <b>14</b>         |
| <b>Room Utilization Rate (RUR)</b>  | <b>40.6</b>      | <b>30.5</b>       |
| <b>Number of Stations</b>           | <b>670</b>       | <b>285</b>        |
| <b>Station Occupancy Rate (SOR)</b> | <b>60.2%</b>     | <b>73.4%</b>      |

**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)
- 2.2. Policies and Procedures [R701](#), Capital Facilities
- 2.3. 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:

- Utilization by term including summer, spring, and fall terms
- Utilization by campus including branch campuses and main campuses
- 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.

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<sup>1</sup> Adopted March 30, 2018.

**3.4. Classroom and Teaching Laboratory Utilization Standards:** Higher education institutions traditionally monitor room utilization using two metrics: Room Utilization Rates (RUR) and Station Occupancy Rates (SOR). RUR measures how many hours a room is scheduled for use in given time period and SOR measures the number of seats or stations that are occupied as a percent of total capacity. The following standards are adopted for classroom and teaching laboratory utilization in the Utah System of Higher Education:

- Classroom RUR: 75% scheduling of all classrooms during a 45-hour week—33.75 hours per week
- Classroom SOR: 66.7% seat occupancy
- Laboratory RUR: 55% scheduling of all laboratories during a 45-hour week—24.75 hours per week
- Laboratory SOR: 80% station occupancy

**3.5. Annual Institutional Utilization Report to the Board of Regents:** Each president shall annually report to the Board institutional space utilization goals and accomplishments in conjunction with the annual capital facility request cycle in a format prescribed by the Commissioner's Office.

**3.6. Institutional Policies:** Each president shall develop an institutional space scheduling, utilization, and assignment policy that addresses the utilization of institutional space by March 1, 2019. Copies of adopted institutional policies shall be filed with the Commissioner's Office.