SMART SPACE

Thinking About Space in a New Way
Why the Focus on Space?

• Space is an expensive institutional asset that requires strategic thinking
  - Construction & operations costs continue to rise
  - Space costs money whether it is used or not
  - Poor quality space is almost as bad as no space at all

• Space is dynamic, changes can occur quickly
  - It takes communication between the campus departments and space management to track it accurately

• Funding for new or upgraded buildings are tied to Space Usage Efficiency (SUE) scores
  - It is difficult to justify new space when we are not utilizing our current space effectively
The Role of Departments

- Communicate changes to the Campus Space Planner in Facilities Space Management

- The Space Changes Reporting Form
  http://www.shsu.edu/intranet/policies/forms/
  under Facilities Management

- Schedule classrooms and labs efficiently
What is SUE?

SPACE USAGE EFFICIENCY

• The method by which the Texas Higher Education Coordinating Board (THECB) measures the utilization of instructional spaces.

• THECB uses SUE scores as “an assessment mechanism to determine whether a given [building] project should be entered on the consent calendar.”

• Scoring uses information from two resources:
  1. How a room is coded.
  2. What is scheduled in that space and how often.
SUE VARIABLES

- **FACILITIES DEMAND**
  - Connects supply (rooms) with demand (scheduled courses)
  - THECB Standard: 45 hours per week (HPW) for classrooms
    - 35 HPW for labs

- **UTILIZATION RATE**
  - How often you schedule your classrooms and labs
  - THECB Standard: 38 HPW for classrooms
    - 25 HPW for class labs

- **AVERAGE PERCENT FILL**
  - The number of seats occupied when a room is in use.
  - THECB Standard: 65% occupancy for classrooms
    - 75% occupancy for labs
SCORES BY YEAR

SHSU Annual Total Scores

SHSU Score

Goal
What Can We Do?

Schedule
- Consider off-peak hours
- Schedule 70-80% available seats
- Use reports to monitor SUE

Check Condition
- Over Crowding
- Poor Lighting
- Leaks or smells
- Inadequate Technology
- Too Hot / Too Cold

Repurpose
- ID rooms not pedagogically conducive
- Determine Best Use
- Evaluate Location

Know what is available

Use reports to monitor SUE

Consider off-peak hours

Schedule 70-80% available seats

Determine Best Use

Evaluate Location

What Can We Do?
COGNOS DASHBOARD
A Tool to Monitor Averages in SUE Scores

(Deans & Department Chairs Have Access in CognosX)
THINGS TO REMEMBER

• Consider scheduling during off-peak hours (peak hours 9am – 2pm)

• Schedule 65% capacity for classrooms & 75% for labs

• Schedule 38-40 hours per WEEK per room (Sunday through Saturday)

• Events, meetings, or non-academic classes DO NOT count in utilization

• Scheduling a small class in a large classroom negatively impacts the percent fill of the space

• Raising the student capacity of a classroom to accommodate the size of one or two classes also affects the overall percent fill

• Report issues with instructional spaces that prevent scheduling

• Consider repurposing rooms that perform poorly . . . Even if it is temporary.
RESOURCES & TOOLS

• Space Management Web Site
  •  http://www.shsu.edu/facilities-space-management/

• Space Management Policy
  •  http://www.shsu.edu/intranet/policies/finop/documents/
      (Space Management – FO-60)

• Facilities Space Changes Reporting Form
  •  http://www.shsu.edu/intranet/policies/forms/
      (Under Facilities Management)

• Facilities Management Campus Space Planner
  •  Mary Holland
      294-1866
      maryholland@shsu.edu

• Associate Registrar
  •  Susy Zavala
      294-1048
      sxz003@shsu.edu

• COGNOS Dashboard & Reports
  •  https://cognosx.shsu.edu
QUESTIONS?