

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

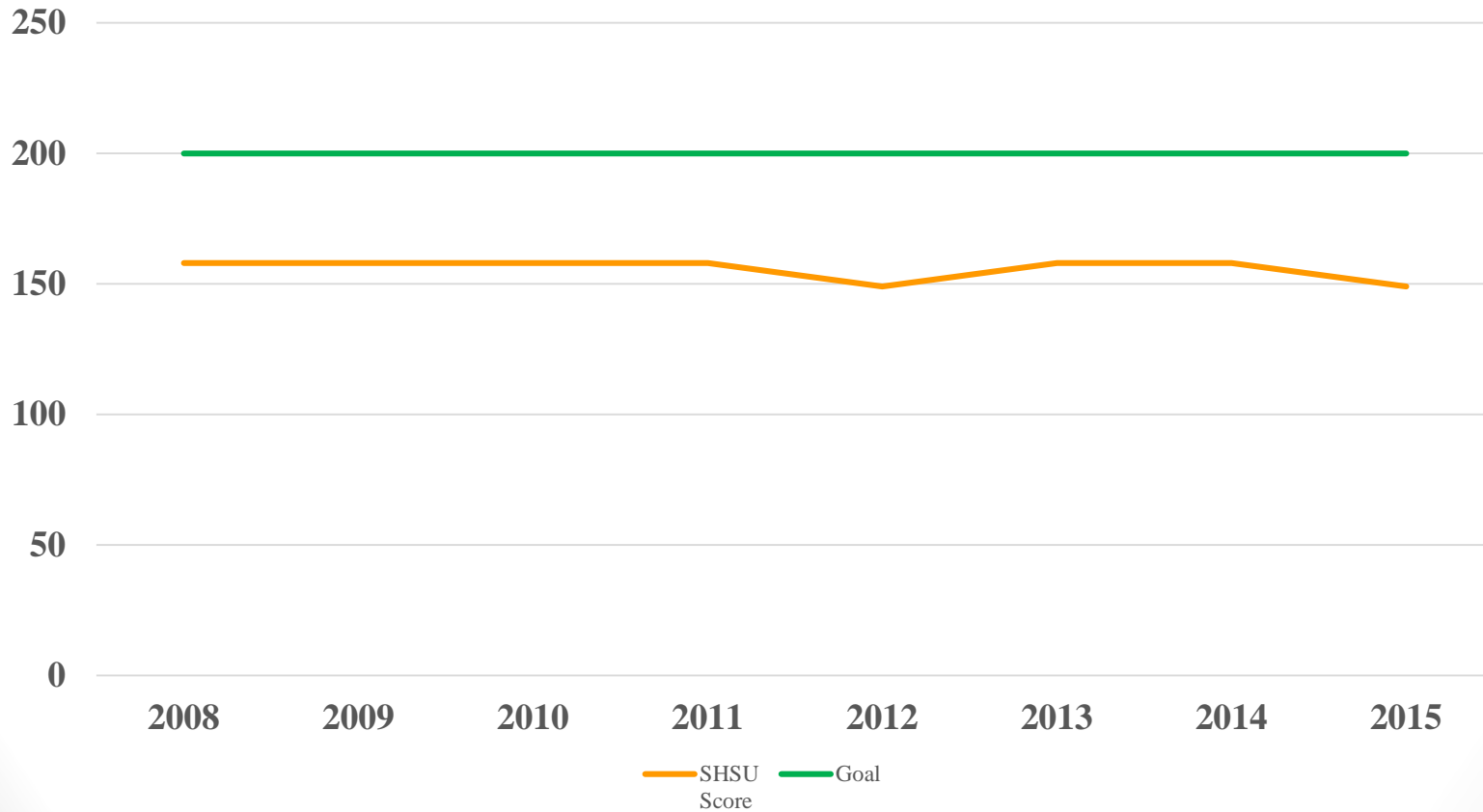
- The method by which the Texas Higher Education Coordinating Board (THECB) measures the utilization of instructional spaces.
- THECB uses SUE scores as “an assessment mechanism to determine whether a given [building] project should be entered on the consent calendar.”
- Scoring uses information from two resources:
 1. How a room is coded.
 2. What is scheduled in that space and how often.

SUE VARIABLES

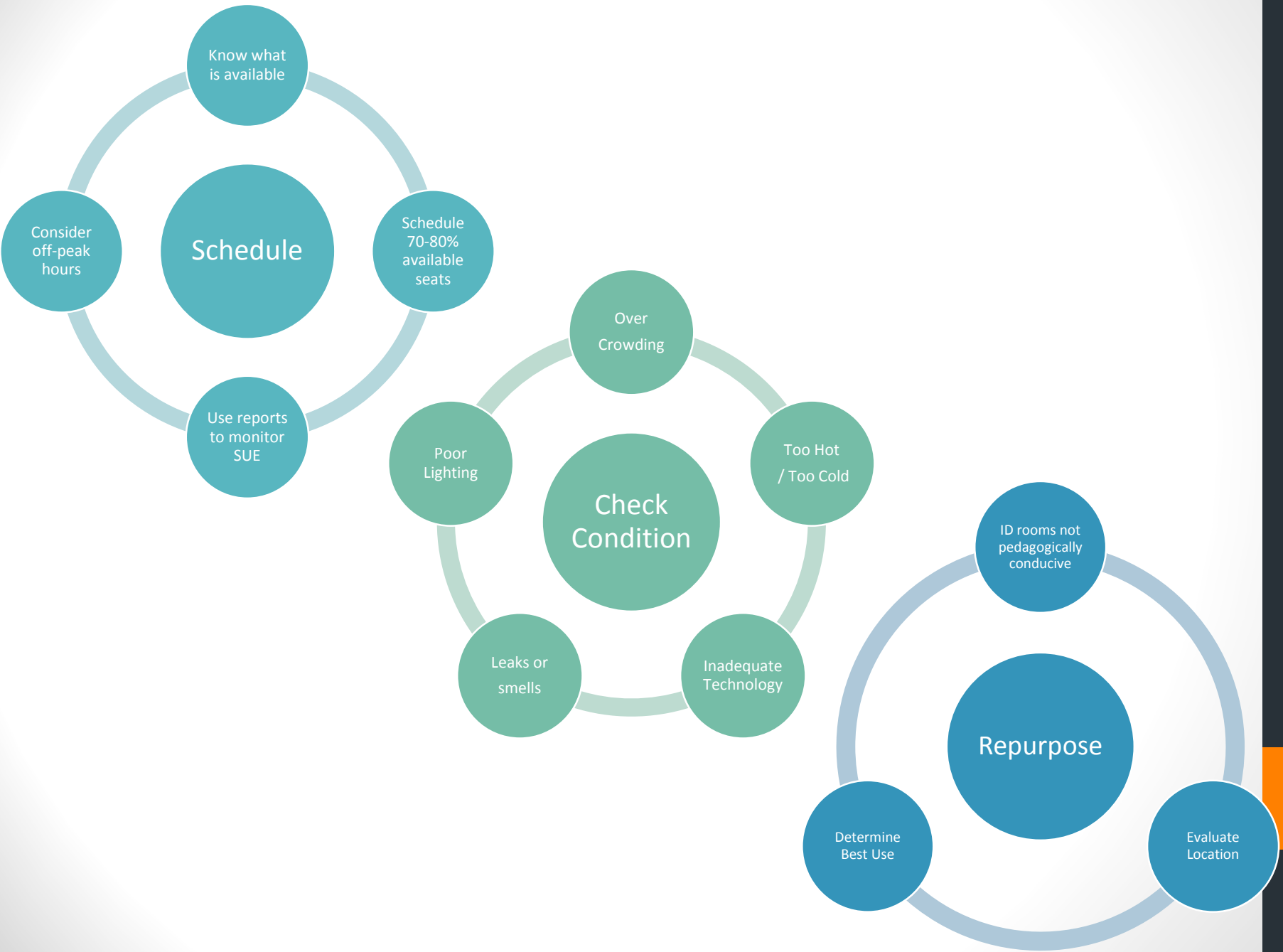
- FACILITIES DEMAND
 - Connects supply (rooms) with demand (scheduled courses)
 - THECB Standard: 45 hours per week (HPW) for classrooms
35 HPW for labs
- UTILIZATION RATE
 - How often you schedule your classrooms and labs
 - THECB Standard: 38 HPW for classrooms
25 HPW for class labs
- AVERAGE PERCENT 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



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
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 - Susy Zavala
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sxz003@shsu.edu
- COGNOS Dashboard & Reports
 - <https://cognosx.shsu.edu>

QUESTIONS?