Report
Physical Space Codes Assessment Committee

This report serves to provide an update on the progress of the Physical Space Codes Assessment Committee (PSCAC) in regard to the campus space audit.

By way of review, the purpose of the PSCAC is to identify standardizations and efficiencies connecting departments responsible for space management, maintenance, scheduling, and utilization and reporting. The committee also develops and implements University procedures to systematically evaluate current and future campus space for appropriate and efficient use in accordance with University Regulation and Policy. We will now apply our revised internal processes to improve how FGCU reports space and space utilization to the state.

During the past year, the committee has added a few members to include those necessary to fulfill our mission. Representation now includes: Office of the Registrar, Facilities Planning, Campus Reservations, Physical Plant, Academic and Event Technologies, Academic Affairs and Planning and Institutional Performance.

The following are the specific committee charges and the progress made on each.

1. Develop a process for consistently identifying and labeling room use across all University scheduling and reporting systems.
   a. Space Definitions were created and approved by the SFC, PBC and Dean’s Council.
      i. Allows stakeholders to identify spaces consistently across all space scheduling and reporting systems. Provides for continuity of how spaces are utilized, scheduled, and reported. The result is more accurate reporting and forecasting of space needs in relation to academic and related programming.
      ii. Definitions allowed for more granular definitions of rooms that reflected use and restrictions. This allows all stakeholder departments to identify spaces consistently for operational purposes.
   b. Benchmarked all spaces for types of use and level of restrictions.
   c. Identified space approvers for all relevant areas.

2. Develop process for standardizing names and abbreviations for space in space systems.
   a. Identified common naming and abbreviation standards for all spaces. Created a central database that serves as the standard/hub of the most up-to-date space information.
b. PSCAC committee updates space information on a bi-weekly and end-of-semester basis to ensure consistency of naming and operational information in all University scheduling and reporting systems.

3. Create a communication system that notifies stakeholder departments and University scheduling and reporting system administrators of plans for new, remodeled and re-purposed space.
   a. Physical Plant maintains a spreadsheet of all proposed changes to space or new space being considered. All PSCAC members contribute information to this sheet as it becomes known to their department. This centralization of information provides opportunity for valuable input from stakeholders to identify budget, determine use of space, identify potential conflicts, develop realistic timelines and conserve valuable resources.

4. Create process to evaluate, apply and maintain appropriate room use restrictions based on University Regulation and Policy.
   a. Created a spreadsheet outlining appropriate reasons for room use restrictions. This was approved by the Safety and Facilities Committee, Planning and Budget Council, and Dean’s Council.
   b. The approved restrictions definitions sheet was applied to all spaces during the space audit. These defined restrictions allow for increased sharing of space as appropriate by other programs and University needs.
   c. Restrictions are now applied consistently across University scheduling and reporting systems.

5. Utilize the information from all University scheduling and reporting systems to improve space utilization reporting.
   a. Assessed how each system was categorizing space and reporting space utilization.
   b. Assessed how to integrate the concepts of seat utilization, hour utilization, and room utilization.
   c. Defined more precisely the terms computer classroom, computer lab and open computer lab. This aids in how the rooms are utilized and reported to the state.
   d. Defined how scheduling of demonstration rooms and labs should be scheduled and reported to the state.
   e. Currently comparing information from the X25 module to the state reports. This tool will allow the University to forecast space use in relation to program and college growth.

6. Create process by which furniture in academic areas is reallocated during the year.
   a. A process for central management of furniture repair and replacement was considered. This process can be improved by designating one department with a
centralized budget to inventory, repair and replace furniture as needed. Many areas that are over a decade old are seeing a need for replacement and/or repair, but there is not process in place to make this happen in an efficient manner.

In addition to the original charges, the following items were also completed.

1. Conducted space audit of all classrooms, labs, multi-purpose spaces, and more. This data was used extensively in preparation for the Educational Plant Survey.
2. Contributing author to the PBC report regarding the projections for average class size, scheduling changes, and space utilization in relation to enrollment growth.
   a. Projected average class size in relation to current space and anticipated enrollment growth. Demonstrated the limitations and opportunities of CRN growth in relation to average class size.
   b. Demonstrated present utilization of classrooms, class labs and open labs for CRN scheduling in relation to University related programs.
   c. Provided scheduling options for Hybrid Classes and CRN’s meeting only the first week of classes that increase both room utilization and enrollment growth.
   d. Demonstrated the timeline when the University will deplete space resources in relation to enrollment growth.
3. Instrumental in preparing the University presentation to the Board of Governors committee for space allocations. This resulted in approval of AB9 and a Multi-purpose Educational Facility.
4. Applied the space definitions, restrictions and procedural changes to the spaces reviewed during the space audit. Restrictions were removed as appropriate from spaces to allow for more academic scheduling. The raw data is attached for your review.
   a. General Space Highlights
      i. **110- Classroom** a room or space primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or configuration of the space.
         1. Since the beginning of the process the committee has added 21 spaces.
      ii. **110-4 – General Purpose Computer Classroom** is a more specific classification of a classroom due to technology inside of the space.
         1. Since the beginning of the process the committee has added 11 spaces.
      iii. **210 – Class Laboratory** is a space primarily for formally or regularly scheduled instruction that requires special purpose equipment or a specific space configuration for student participation, experimentation,
observation or practice in an academic discipline generates student contact hours.

1. Since the beginning of the process the committee has added 12 spaces.

iv. 350- Conference Room is a space serving an office complex and used primarily for staff meetings and departmental activities.
1. Since the beginning of the process the committee has added 18 spaces.

v. Unclassified space - Since the beginning of the process the committee has classified 106 spaces that were previously unclassified within University systems.

b. Academic Scheduling
i. 105 rooms are now restricted to a specific college or program. The space audit added 18% more unrestricted spaces to the available inventory.
ii. 87 rooms require approval for Academic Scheduling. This is 9 less than the 96 rooms before the space audit.
iii. 83 rooms are now restricted to specific course types through the Registrar’s Office. This is a 12% decrease from the 95 restricted rooms before the audit.
iv. 191 rooms are now available for Academic Scheduling, which are 13 more rooms than before the space audit which represents an increase of 7%.

c. Multi-purpose Scheduling
i. 169 rooms require approval for Multi-purpose Scheduling. This is 17 less than before the space audit.
ii. 234 rooms are available for Multi-purpose Scheduling. This is 12 more than before the space audit.

d. There are now 57 rooms to be added to the R25 University scheduling system. This allows for increased utilization tracking for state reporting.

i. 110 – Classrooms
ii. 220 – Labs
iii. 350 – Conference Rooms
iv. 680 – Meeting rooms
v. Other
Conclusion: As a result of the PSCAC work, more space is available on campus for both academic and multi-purpose scheduling. The University now has reliable space benchmarks against which to compare academic and multi-purpose utilization. The consistency established across space scheduling and reporting systems allows for more accurate reporting and provides for more strategic space forecasting. This also allows FGCU to compare enrollment models against space availability and how this will impact the need for different types of campus space. As a result of our finding, the committee will provide suggestions regarding improved ways to report space and space utilization to the state.