MAKING MORE INFORMED SPACE DECISIONS
FROM YOUR EXISTING REPORTS & DATA #AItraining

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ACADEMIC IMPRESSIONS

LEARNING OUTCOME

After participating...

...you will be able to better utilize your space metrics to guide planning and decision making on campus.

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AGENDA

- Using specific data and reports to effect change on campus
- Leveraging change using essential tools
- Real-world examples

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POLL

As higher education administrators, what benefit do you see personally from effective space management?

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USING SPECIFIC DATA AND REPORTS TO EFFECT CHANGE ON CAMPUS
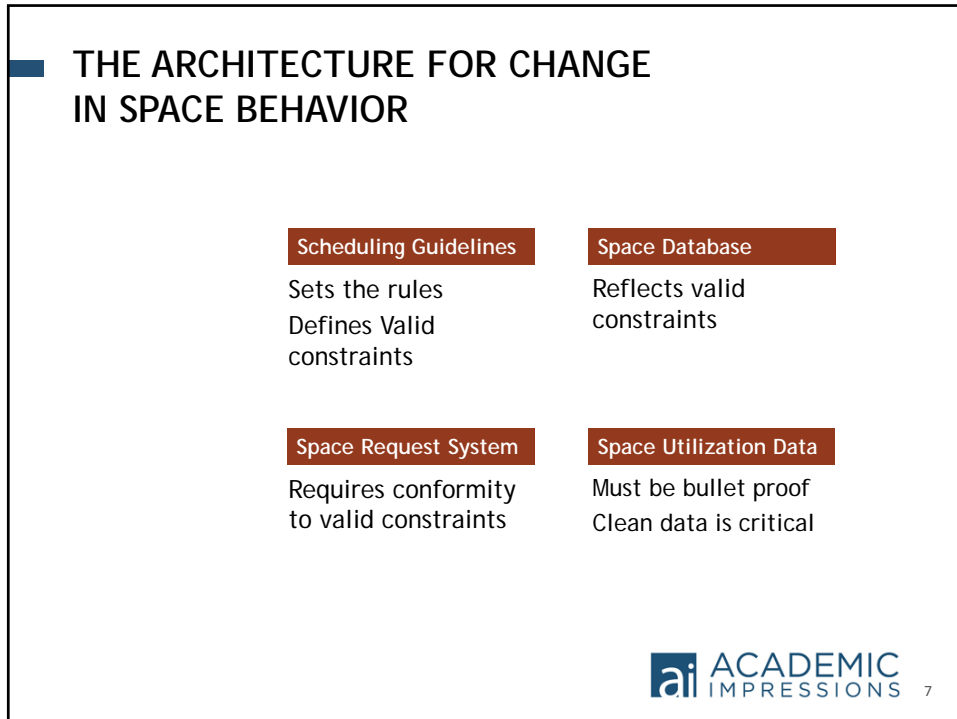
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The change you resist today will be the norm you defend in 5 years.

The secret of change is to focus all of your energy, not on fighting the old, but on building the new.

Socrates

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THE ARCHITECTURE FOR CHANGE IN SPACE BEHAVIOR

Scheduling Guidelines

Sets the rules
Defines Valid
constraints

Space Database

Reflects valid
constraints

Space Request System

Requires conformity
to valid constraints

Space Utilization Data

Must be bullet proof
Clean data is critical

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TAKEAWAYS

- Space is bigger than just space attributes and faculty opinion.
- It's a careful balance of business intelligence, culture, business processes, change management and accountability
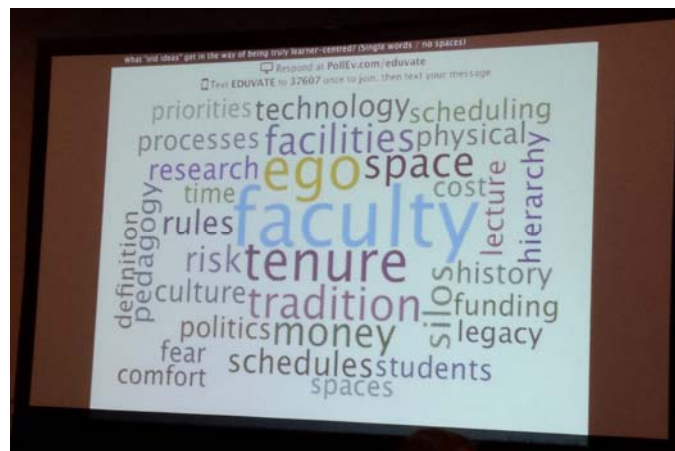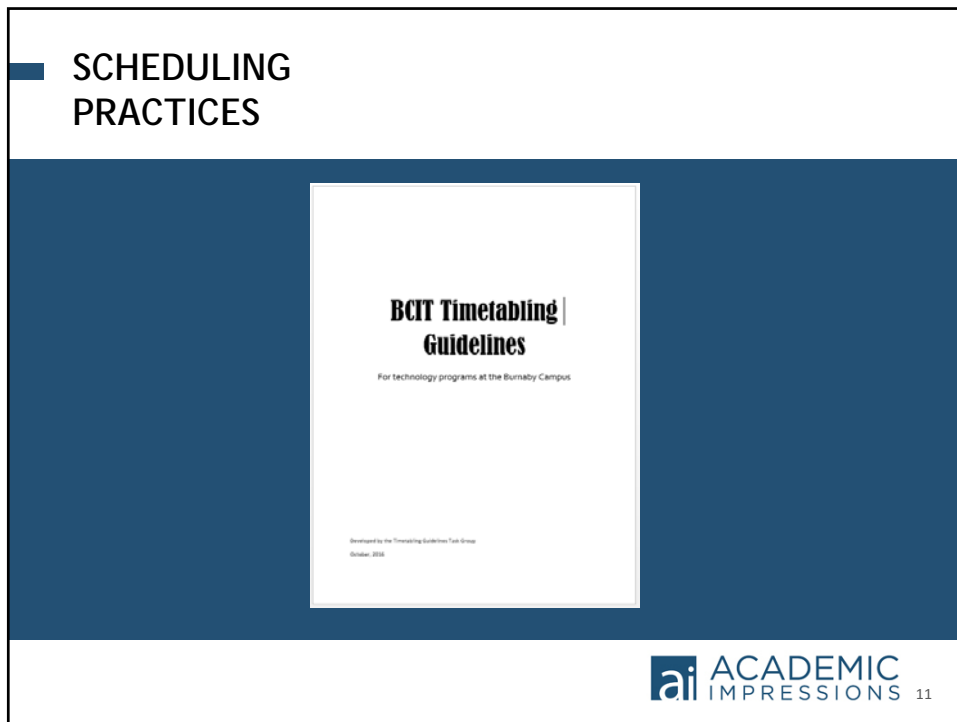
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KEY STAKEHOLDERS

- Leadership
- Provost/VP Academic
- Scheduling Staff (RO)
- Facilities
- Campus Planning
- IT
- Audio Visual
- Faculty
- Students
- Space Planners/Managers
- Learning and Teaching Centre

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KEY STAKEHOLDERS

What 'old ideas' get in the way of being truly learner-centered?

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SCHEDULING PRACTICES

BCIT Timetabling | Guidelines

For technology programs at the Burnaby Campus

Developed by the Timetabling Guidelines Task Group
October, 2016

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SCHEDULING PRACTICES

- Guiding Principles
- Quality Indicators for student timetables
- Responsibilities and accountabilities
- Stakeholder expectations
- Timetabling and space constraints
- Prioritizing scheduled activity
- Schedule development process

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SCHEDULING PRACTICES

- **Binding Constraints**
  - Collective Agreements
  - Student Timetable Quality Indicators
- **Basic Constraints**
  - Day, time, location, special needs
- **Room attribute constraints**
  - Capacity, room type, technology, furniture
- **Program level constraints**
  - Home-basing, double-booking, field work, course sequencing
- **Course level constraints**
  - Prep time, learning objects, faculty availability

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It's not a problem
until it's a problem,
then it's a problem.

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TAKEAWAYS

- Timetabling Guidelines should be user created.
- This document should clearly articulate what is acceptable scheduling practice and what is not.
- Middle-management (Deans/Associate Deans) should be the enforcers, not the scheduling department.

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OPTIMIZING & LEVERAGING YOUR CURRENT DATABASE

ACADEMIC IMPRESSIONS 16

OPTIMIZING & LEVERAGING YOUR CURRENT DATABASE

SPACE DATA FIELD INVENTORY

Location	Identity	Attributes	Technology
Campus	Primary Suitability	Capacity	Instructor Workstation
Building	Secondary Suitability	Table Type	Bookable Capacity
Floor	Steward	Scheduled hours	Display type
Room	Scheduling responsibility	Access Type	Presentation device
	Scheduling Priority		Document camera
			Sound
			Videoconference

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OPTIMIZING & LEVERAGING YOUR CURRENT DATABASE

DATA INTEGRATION

- Who manages data that is useful for space management?
- Who uses space data?
- Who needs space data reports?

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OPTIMIZING & LEVERAGING YOUR CURRENT DATABASE

SPACE PHOTOS

ACADEMIC IMPRESSIONS 19
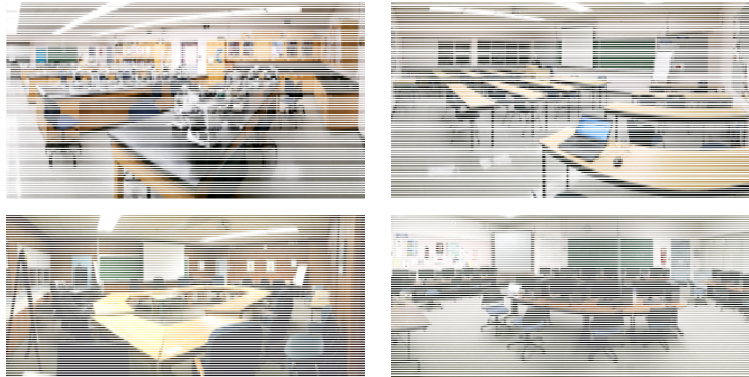
TAKEAWAYS

- Space Data fields should relate directly to valid scheduling constraints.

- Have the right people manage the right data at the right time.

- Make the data and photos available to everyone

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❓ QUESTIONS

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ROOM UTILIZATION-ROOM TYPE

DAY	BEGIN_TI	END_TIME	BLDGROO	COURSE	ROOM HOURS	ROOM UTE
Mon	1030	1120	SE12 310	MKTG 4431	1	
Mon	1130	1320	SE12 310	MKTG 4380	2	
Mon	1530	1720	SE12 310	COMM 4488	2	
Tue	930	1020	SE12 310	MATH 2491	1	
Tue	1030	1120	SE12 310	COMP 2526	1	
Tue	1130	1220	SE12 310	COMP 2526	1	
Tue	1230	1320	SE12 310	MKTG 4431	1	
Tue	1430	1720	SE12 310	ELEX 4405	3	
Wed	930	1120	SE12 310	BSYS 2060	2	
Wed	1230	1420	SE12 310	MATH 3782	2	
Thu	930	1020	SE12 310	MATH 4442	1	
Thu	1030	1220	SE12 310	COMP 3975	2	
Thu	1630	1720	SE12 310	COMP 1510	1	
Fri	1130	1220	SE12 310	NURS 1181	1	
Fri	1230	1320	SE12 310	MATH 4442	1	
Fri	1330	1520	SE12 310	BSYS 2060	2	
					24	53%

BASED ON A **45** HOUR WEEK

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SEAT UTILIZATION-ROOM TYPE

DAY	BEGIN_TI	END_TIME	BLDGROO	COURSE	ACT	CAPACITY	SEAT UTE
Mon	1030	1120	SE12 310	MKTG 4431	20	30	67%
Mon	1130	1320	SE12 310	MKTG 4380	26	30	87%
Mon	1530	1720	SE12 310	COMM 4488	18	30	60%
Tue	930	1020	SE12 310	MATH 2491	16	30	53%
Tue	1030	1120	SE12 310	COMP 2526	22	30	73%
Tue	1130	1220	SE12 310	COMP 2526	24	30	80%
Tue	1230	1320	SE12 310	MKTG 4431	26	30	87%
Tue	1430	1720	SE12 310	ELEX 4405	16	30	87%
Wed	930	1120	SE12 310	BSYS 2060	25	30	83%
Wed	1230	1420	SE12 310	MATH 3782	22	30	73%
Thu	930	1020	SE12 310	MATH 4442	22	30	73%
Thu	1030	1220	SE12 310	COMP 3975	23	30	77%
Thu	1630	1720	SE12 310	COMP 1510	25	30	83%
Fri	1130	1220	SE12 310	NURS 1181	13	30	43%
Fri	1230	1320	SE12 310	MATH 4442	22	30	73%
Fri	1330	1520	SE12 310	BSYS 2060	24	30	80%
						30	74%

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ROOM UTILIZATION-ROOM TYPE
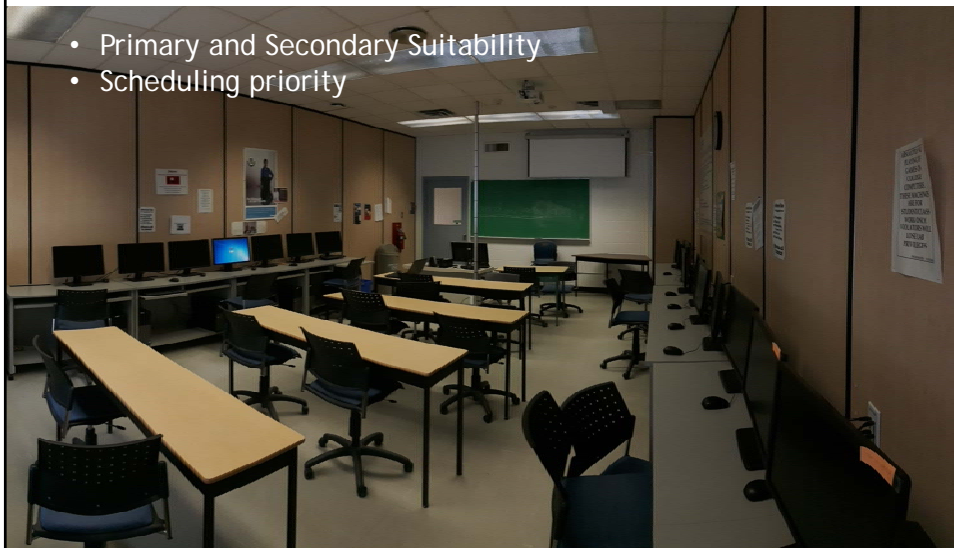
- Primary and Secondary Suitability
- Scheduling priority

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ROOM UTILIZATION-ROOM TYPE

ROOM WEEK

CALCULATION OF WASTE
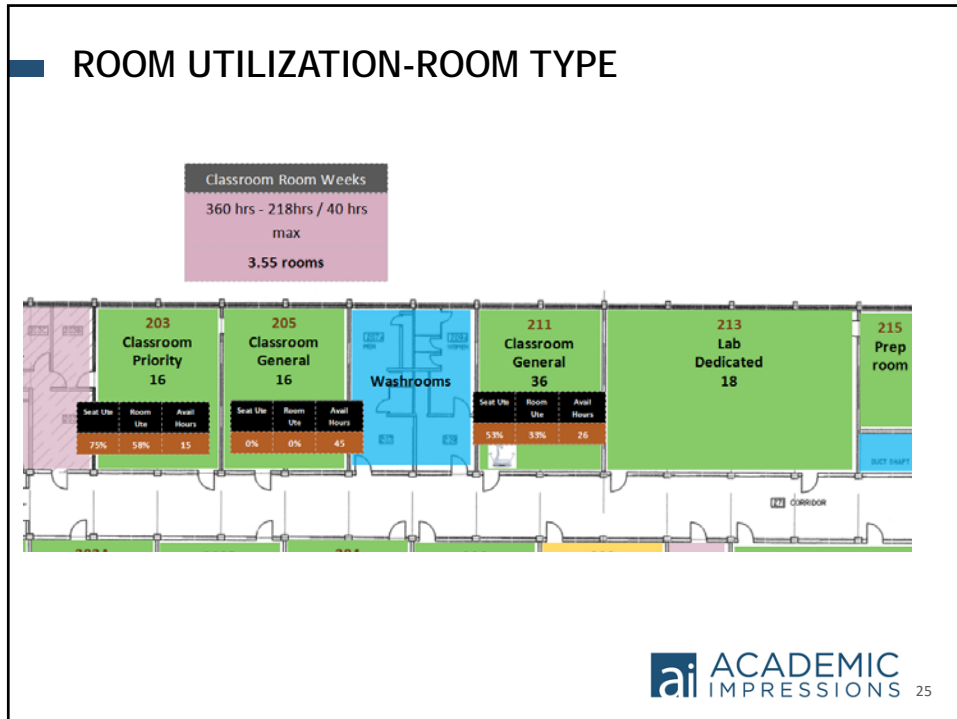
ROOM WEEKS

Lab	Capacity	Average Actual Enrolment	Seat Utilization	Room Utilization	Unused Room hours Fall 14	Unused Room hours Winter A	Unused Room Hours Winter B	Total Unused Room Hours
SE12 310	30	21.14	70%	64%	8	15	19	42
SE12 318	26	19.09	73%	63%	12	11	19	42
SE12 321	28	21.94	78%	73%	13	7	8	28
SE12 322	28	21.95	78%	73%	7	13	7	27
SE12 325	27	21.11	78%	76%	4	7	12	23
SE06 102	29	20.92	72%	73%	7	9	12	28
SE06 103	29	23.55	81%	78%	6	7	8	21
SE06 104	29	21.94	76%	78%	9	4	8	21
SE06 105	29	21.7	75%	69%	9	14	9	32
SE06 106	29	22.07	76%	75%	10	4	10	24
SE06 107	29	21.18	73%	69%	8	9	16	33
SW03 2695	30	19.17	64%	62%	15	9	18	42
SW03 3655	30	17.31	58%	54%	12	19	22	53
		21.01	Total Room Hours unused		120	128	168	416
			Total Room Weeks		2.7	2.8	3.7	9.2
			Room weeks at 85%		2.3	2.4	3.2	7.9

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CLASSROOM USE & TECHNOLOGY CONDITION

- Technology and furniture standardization
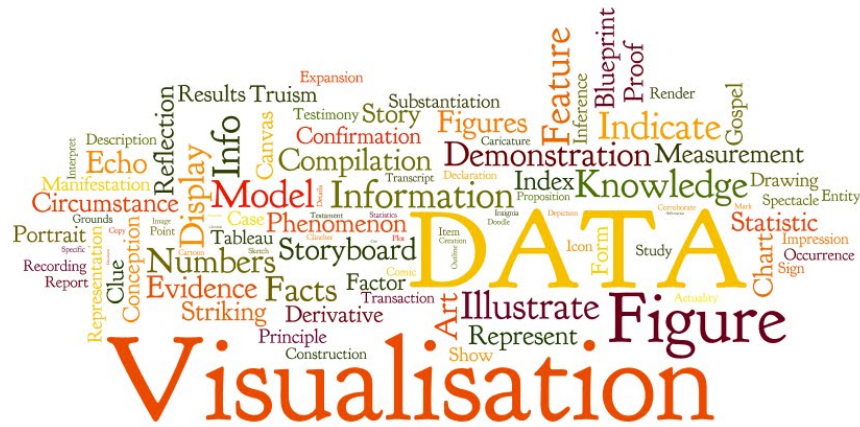- Learning objects

CAMPUS MASTER PLANNING

CAMPUS MASTER PLANNING

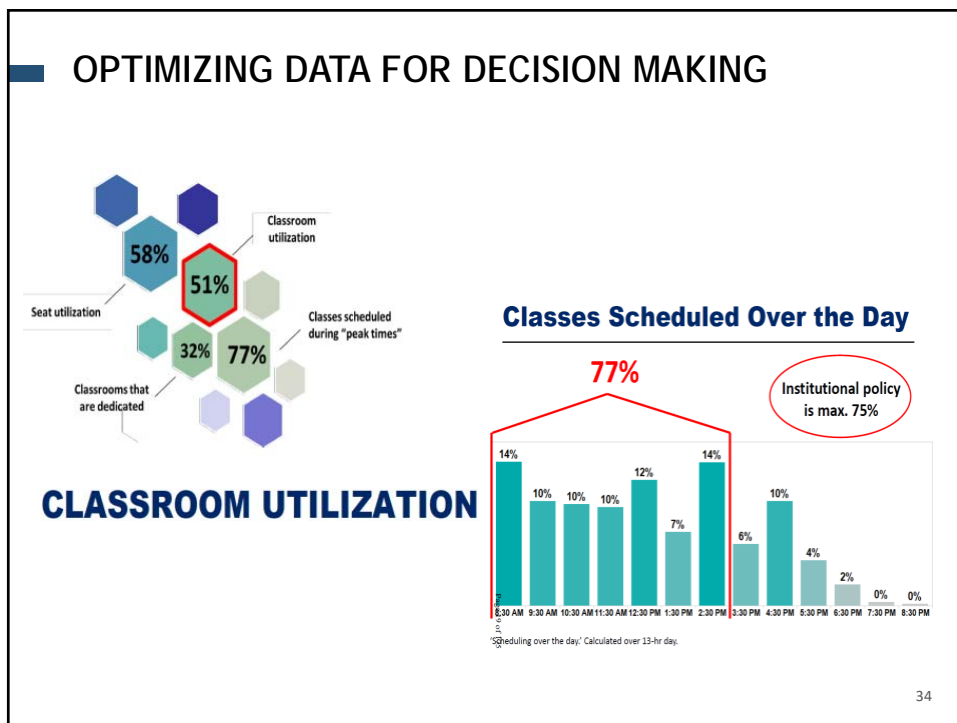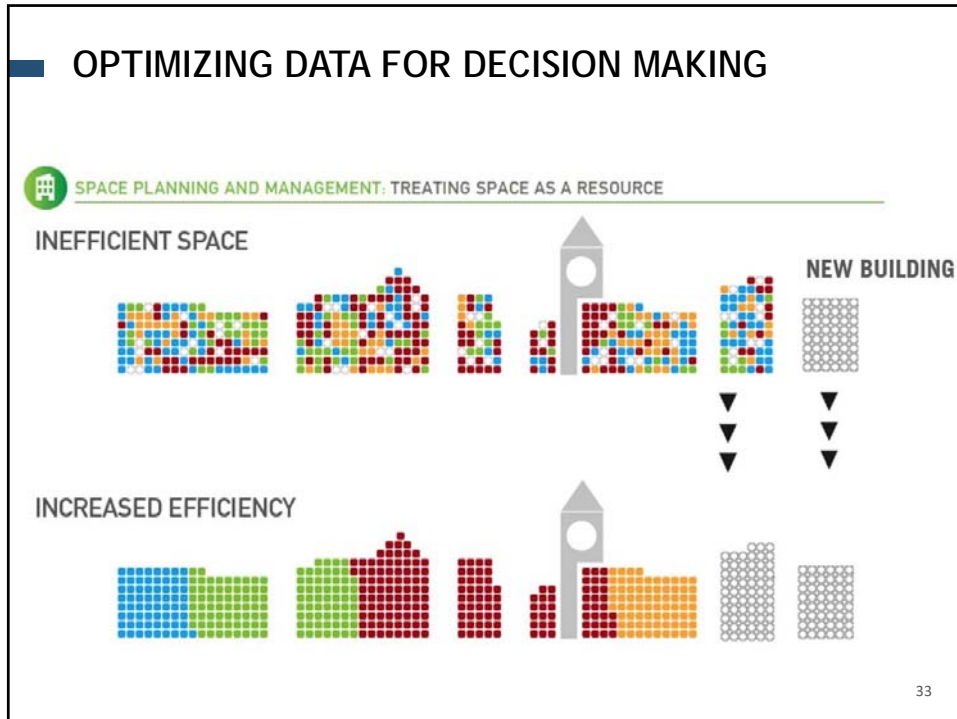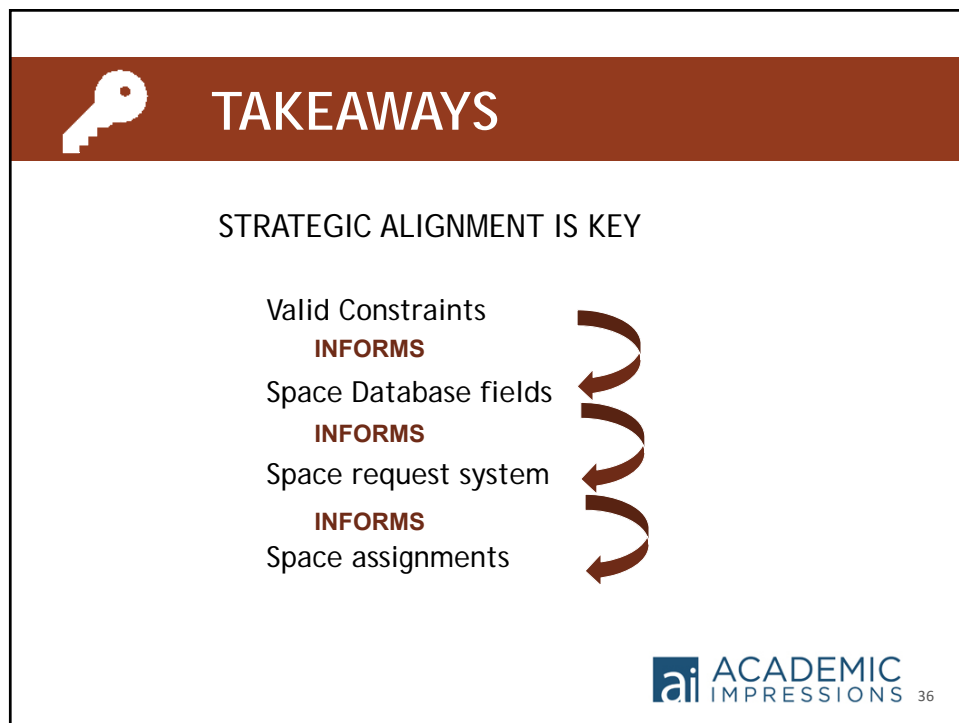Room Steward and Room Occupant data fields

ORGANIZING DATA FOR DECISION MAKING

"Numbers have an important story to tell. They rely on you to give them a clear and convincing voice."

-Stephen Few

OPTIMIZING DATA FOR DECISION MAKING

Histogram for 13 generally timetabled labs >25 in capacity for the 2014/15 academic year.

Enrolment/Capacity	Actual Enrolment	Lab Capacity
<10	2%	
11-15	7%	
16-21	34%	
22-25	48%	
26-30	9%	100%

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TAKEAWAYS

STRATEGIC ALIGNMENT IS KEY

Valid Constraints
INFORMS
Space Database fields
INFORMS
Space request system
INFORMS
Space assignments

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? QUESTIONS

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#Altraining

LEVERAGING CHANGE USING ESSENTIAL TOOLS

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POLL

Who holds the most space-change influence at your institution?

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SPACE DECISIONS & SPACE DATA SYSTEMS

Business processes before business systems

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PICK ONE OR TWO
QUICK WIN PROJECTS

Be a problem solver.

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TECHNOLOGY IS AN
AMPLIFIER

Technology amplifies underlying human forces.

For technology to have a positive impact, the right human forces have to be there first.

Kentaro Toyama

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It's not the system,
it's the processes
and the people.

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BUSINESS PROCESSES

- Scheduling guidelines
- Space requests/allocation
- Space database entry, changes and validation
- Technology (AV, IT, Learning Aids)
- Learning and Teaching (Curriculum design, assessment and faculty development)
- Space improvements
- Capital planning
- Campus Master Planning

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ADDRESSING SPACE CHALLENGES

It's about "The transaction"

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DATA

You cannot move Space Management forward without easy access to good data.

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STAKEHOLDERS

You have the freedom to move any activity to any space as long as stakeholder needs are met.

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SUPPORT

Space managers must have the support and leverage of leadership to solve space challenges.

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PEER TO PEER ACCOUNTABILITY

- Know who the influencers are
- Understand needs
- Backstop crucial conversations with good data
- Always match the space giver with the space taker
  - For every problem space there is a user with a solution

Most importantly, understand WHY you are managing space.

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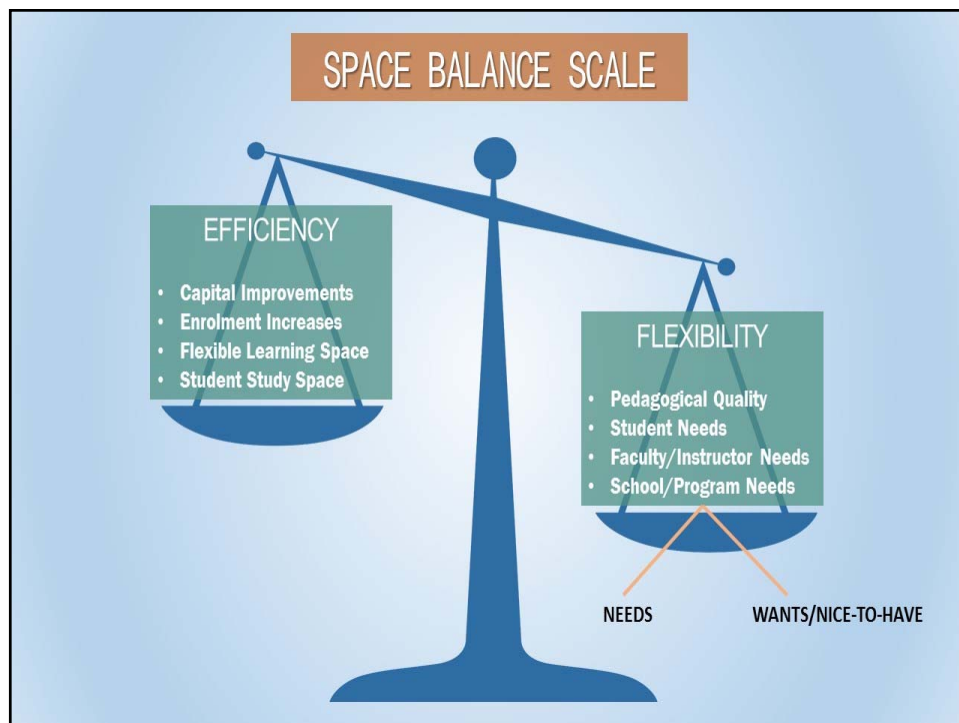
LEVERAGE IN SPACE DISCUSSIONS

- Learning commons
- Tech enabled Project space
- Lockers
- Informal learning space
- Secure storage for Learning objects
- New AV Technology
- BYOD
- Virtual deployment

- New Furniture
- Flexible learning spaces
- Curriculum development
- Faculty Development
- Enrolment increases
- New revenue
- Climb the prioritization ladder

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TAKEAWAYS

Preparation checklist for space change meetings

❑ Do I have valid data?
❑ Have I validated that data with the stakeholders?
❑ Is the data in dashboard format?
❑ What are the specific needs of each party?
❑ Have I invited the right peers to the meeting?
❑ What improvements will each party see from the change?

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Academic Impressions

THE BALLAD OF THE
LONG HOUSE AND THE LIBRARY

53

THE BALLAD OF MECHANICAL
ENGINEERING VS MINING

54

THE BALLAD OF CIVIL ENGINEERING &
THE NICEST ACADEMIC SPACE ON CAMPUS

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? QUESTIONS

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EVALUATION

Thank you!

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quality of our programs.

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