



Status of Administrative Excellence Project: Instructional Space Inventory Data

Goal:

Compile the data needed to more efficiently and effectively use instructional space. Target delivery date: First quarter 2013

Completed Milestones:

Oct. 5 Kick-off meeting

Upcoming Milestones:

Nov 30 Define a data collection plan

General Information:

- Team reviewed examples of the data systems and processes used across campus to define and describe space used in scheduling instructional activities; team has identified numerous tools used for describing instructional space attributes. Over the next few weeks the team will be identifying and meeting with other campus stakeholders (e.g., McBurney Center) and developing their process and methods for collecting instructional space inventory data and identifying missing and discrepant data
- Inventory Data team has identified 90+ attributes for defined instructional spaces (classrooms, class laboratories and open, non-research labs); most of the attributes are collected and maintained for General Assignment (GA) spaces only; campus currently has approximately 375 General Assignment rooms used in scheduling each semester
- INSITE database is used to manage information about all spaces on campus; the database is currently used to manage eight data attributes for each space; other room attributes are maintained by Space Management in an Excel spreadsheet for General Assignment space only
- Campus uses approximately 950 rooms for scheduled instruction per semester; in the Spring 2011 semester, 177 of the scheduled rooms were other than defined instructional spaces (e.g., departmental conference rooms, meeting rooms, offices, research labs, etc.)
- The team will be establishing a process for ongoing collection and revisions to instructional space inventory data