



**Instructional Space Utilization Review Process
Charter Document**

August 30, 2012

Team Name	Instructional Space Utilization Review Process
Executive Sponsors	UW-Madison - Chancellor - Provost - Vice Chancellor for Administration
Business Process Owner(s)	UW-Madison - Space Management Office - Office of the Registrar - Space & Remodeling Policies Committee
Key Stakeholders	UW-Madison - Office of Sustainability - Educational Innovation - Schools, Colleges and Departments
Objective	<p>The objective of this project is to develop and implement a process to identify current instructional space that is underutilized and define options available to meet the University's instructional space capacity utilization objectives.</p> <p>Instructional space includes all general and departmental assignment classrooms, lecture halls, recitation rooms, seminar rooms, class laboratory rooms and other spaces used primarily for scheduled instruction.</p>
Goals	<ol style="list-style-type: none">1. Define and implement a process to measure instructional space capacity and utilization.2. Develop criteria to identify and evaluate patterns of instructional space underutilization.3. Identify instructional space utilized less than 10%, 20%, 30% and 40% (on a weekly basis).4. Define a process to evaluate underutilized instructional space and criteria for repurposing options, including increasing utilization, upgrading, reclassifying and decommissioning.5. Develop and implement an ongoing instructional space utilization monitoring process.6. Identify oversubscribed or in-demand space.
Scope	<p>The scope of work of this team is focused on developing processes to identify instructional space that is underutilized, and includes:</p> <ul style="list-style-type: none">• Ongoing, year-round campus-wide instructional space utilization measurement and monitoring• Work with appropriate Business Process Owners to identify and evaluate instructional space underutilization• Engaging Business Process Owners to establish criteria for evaluating instructional space underutilization options



Critical Assumptions	<ul style="list-style-type: none"> The team will require campus-wide data for instructional space capacity and utilization measurement
Timeline	<p>PreWork: Review Draft project charter</p> <ul style="list-style-type: none"> Provost / Vice Chancellor of Administration FP&M Space Management Office Chair of Space & Remodeling Policies Committee Enrollment Management and Registrar's Office AE Classroom Space Utilization team <p>Weeks 1 through 4</p> <ul style="list-style-type: none"> Team formation and first team meetings; discuss principles, scope and goals, roles and responsibilities of team members Review current data and identify any additional data needed <p>Weeks 5 through 9</p> <ul style="list-style-type: none"> Define a process to measure instructional space utilization Review and analyze capacity and utilization data; identify instructional space utilized less than 10%, 20%, 30% and 40% (on a weekly basis) <p>Weeks 10 through 12</p> <ul style="list-style-type: none"> Consider range of options and criteria for space repurposing to meet the University's objectives Define a criteria to review a range of options for space repurposing, including increasing utilization, upgrading, reclassifying and decommissioning <p>Weeks 13 through 15</p> <ul style="list-style-type: none"> Prepare recommendations for the Steering Committee Define implementation and communication plans <p>Week 16</p> <ul style="list-style-type: none"> Present to the Advisory Committee <p>Week 17</p> <ul style="list-style-type: none"> Present to the Steering Committee
Deliverables	<ul style="list-style-type: none"> Identify instructional space utilized less than 10%, 20%, 30% and 40% (on a weekly basis) Develop and implement an ongoing instructional space capacity and utilization measurement process Recommend a process to evaluate underutilized instructional space and criteria for repurposing options, including increasing utilization, upgrading, reclassifying and decommissioning Recommendations of efficiency opportunities based on findings (if applicable)
Team Members	<p>Team Leader – Melissa Amos-Landgraf (Education) Team Member - Doug Rose (Space Management) Team Member - Nancy Kujak-Ford (WI Union) Team Member – Tina Hunter (Music) Team Member – Mike Killips (SMPH) Team Member – Lindsey Honeyager (Business) Team Member – Matt Sanders (Chemistry) AE Project Staff – Nevin Olson</p>