



## **AE: Space Utilization – Classroom Stakeholder Survey Notes**

### **Overview:**

- Survey was sent to approximately 5,000 faculty/instructional staff and approximately 275 scheduling staff
- Received 577 faculty/instructional staff responses (a response rate of ~12%) and 159 scheduling staff responses (a response rate of ~57%)
- Over 125 departments were represented by respondents in the faculty/instructional staff survey and over 80 in the scheduling staff survey

### **Room Booking Factors:**

- The two most important factors when booking rooms, in both surveys, were having a location in the instructor's home building and having the features/technology that the instructor needs
  - On average, respondents indicated that these factors influenced 60% of their decision
- The most desired feature within instructional rooms, in both surveys, was data/video projectors
  - On average, respondents indicated that this feature influenced 40% of their decision
- Within classrooms, instructional and scheduling staff want free standing seating options to promote collaboration

### **Room Booking Methods:**

- Most instructional staff pass their instructional scheduling activities to their scheduling staff
- Scheduling Staff identified at least 18 different systems by which they reserve instructional space
  - ISIS and R25 are the most utilized but WisCal, EMS and paper calendars/sign-up sheets all reported to be used by at least 15 schedulers

### **Room Booking Effort:**

- Of the departments surveyed, on average, departments have at least 2.5 people scheduling instructional space in some capacity
  - Often most of this effort occurs in short periods of time during the initial scheduling period
- Instructional staff would like more visibility into the instructional space scheduling process and would like to have more responsibility for their assignments