

Fall 2023 Instructional Space Usage Efficiency

Texas State University
March 20, 2024

EXECUTIVE SUMMARY AND RECOMMENDATIONS

The Fall 2023 Instructional Space Usage Efficiency Report evaluates how well Texas State makes use of designated teaching facilities. The primary focus of the report is classrooms and class laboratories, however, other types of rooms (e.g. conference rooms, meeting rooms and special class laboratories) are also examined. Details presented include hours per week of scheduled instruction, percent of student stations occupied and classrooms in use by day of the week. The intent of the report is to document instructional space usage and identify potential areas for improvement.

The methodology used to calculate space usage efficiency (SUE) was developed by the Coordinating Board in May 2009. It is a multi-measure approach that evaluates three (3) distinct variables. The SUE measures are:

- Facilities Demand - the global appropriateness of the university's roster of classrooms and class laboratories when compared to all scheduled courses that require rooms.
- Current Utilization Rate - average weekly hours of instruction scheduled in classrooms and class laboratories.
- Average Percent Fill - average percent of student stations occupied when a classroom or class laboratory is in use.

Points are awarded based on performance in each of the three variables and converted to a score by multiplying the points by a weighting factor. The scores are combined to determine an overall score for classrooms and an overall score for class labs. Additional information about data inputs is available in the Appendix.

For fall 2023, Texas State received an overall space usage efficiency score of 175 from the Coordinating Board for classroom and class laboratory efficiency. A perfect overall Space Use Efficiency score is 200 with an overall score of 150 required by the Coordinating Board.

- **Classroom Space Usage Efficiency:** In order to attain a perfect score for classroom Facilities Demand an institution must average 45.0 hours of instruction per week; Texas State averaged 41 hours. A perfect score for classroom Current Utilization Rate requires an average of 38 hours of instruction per week; Texas State's average was 34 hours. A perfect score for classroom Average Percent Fill requires an average of 65% or more seats occupied; Texas State averaged 70%.
- **Class Laboratory Space Usage Efficiency:** In order to attain a perfect score for class laboratory Facilities Demand an institution must average 35.0 hours and above of instruction per week; Texas State averaged 41 hours. A perfect score for class laboratory Current Utilization Rate requires an average of 25 hours per week of instruction; Texas State averaged 32 hours. A perfect score for class laboratory Average Percent Fill requires an average of 75% or more seats occupied; Texas State averaged 72%.

RECOMMENDATIONS

The following recommendations are offered to ensure that Texas State meets or exceeds the space use efficiency benchmarks established by the Coordinating Board.

1. Increase the number of courses offered during the day in classrooms at the Avery Building. On average, only 11 hours of instruction were scheduled in the 22 classrooms at the Avery Building (27 hours below the Coordinating Board benchmark). The Average Percent Fill is 56% in Avery Building Classrooms (9% below the Coordinating Board benchmark).

2. Departments should closely follow the course scheduling rules that are stated by the Office of the Provost. These rules are designed to optimize student access to courses and maximize instructional space use. Details regarding the scheduling policy are available online at <http://www.provost.txstate.edu/pps/policy-and-procedure-statements/4-teaching/pp4-12.html>.
3. On average, only 23% of the San Marcos Campus classrooms are in use at 8:00 am Monday-Wednesday-Friday and only 64% of classrooms are in use on Tuesday-Thursday. There are classrooms available at 9:00 AM as well. Only 37% of the classrooms are in use at 9:00 AM on Monday-Wednesday-Friday. If morning times are difficult to make due to student interest, over 100 classrooms are available starting at 6:30 pm Monday-Thursday.
4. Departments could add Friday only classes if there is demand. Utilization of classrooms drops off dramatically at 11AM on Friday.
5. Departments should pay attention to Average Percent Fill. Anticipated enrollments should be matched to seating capacities as much as possible to avoid falling below the Coordinating Board measure of 65% occupancy. One Hundred Twenty Eight (128) classrooms of 229 (56%) in San Marcos had an Average Percent Fill less than 65%.
6. Consistently under-utilized spaces should be converted to categories other than 110 classrooms if they are not being utilized as such.
7. Only schedule courses in meeting rooms or conference rooms as a last resort.

REVIEWING, COMPARING AND EXAMINING THE DATA

Table 1 reflects the base numbers used for the SUE calculations for fall 2023 and compares those numbers to the fall 2022 semester. As reported and certified in the CBM005, 6080 course sections (15,498 hours) were scheduled during the fall 2023 semester. When compared with fall 2022, the total number of courses offered at Texas State increased by 234 sections and total instructional hours offered increased by 549 hours. Classroom use increased by 160 sections and classroom instructional hours increased by 354 hours. Class laboratory use increased by 25 sections and class lab instructional hours increased by 28 hours. Sections taught in rooms not designated as classrooms or class laboratories increased by 49 sections and hours taught in these rooms increased by 167 hours.

Table 1: Instructional Hours and Sections, Fall 2023 and Fall 2022

	2022		2023		2022-2023 COMPARISON	
	SECTIONS	HOURS	SECTIONS	HOURS	SECTIONS	HOURS
CLASSROOMS	2780	7855	2940	8209	+160	+354
CLASS LABORATORIES	1507	5311	1532	5339	+25	+28
OTHER ROOM TYPES	780	1783	829	1950	+49	+167
Total	5067	14949	5301	15498	+234	+549

SPACE USAGE EFFICIENCY MEASUREMENTS

Facilities Demand defines the global appropriateness of the teaching facilities compared to the academic activities that require rooms. It connects supply (number of classrooms or class labs) with demand (number of academic activities scheduled that require rooms). To calculate the demand measure, the total hours of classroom-type activity taught anywhere on campus (not just classrooms) is divided by the total number of classrooms. The same process is used for the lab activities. The benchmark to receive the maximum points for this variable is to average 45 hours and above per week for classroom activity and 35 hours and above per week for class laboratory activity.

Table 2 on the next page shows the scoring and weight of the Facilities Demand variable as defined by the Coordinating Board. Texas State's hours per week (HPW) for classrooms was 41 and the hours per week for class labs was 41. The result for Texas State was a score of 27 for classrooms and a perfect score of 36 for class labs. For comparison purposes, in 2022 Texas State averaged 36 hours for Classroom Facilities Demand and 42 hours in Class Laboratory Facilities Demand.

Table 2: Facilities Demand Scoring

Classroom (TXST Hours Per Week =41)			Class Laboratory (TXST Hours Per Week = 41)		
Hours Per Week	Points	Score (weight =9)	Hours Per Week	Points	Score (weight =9)
45.0 and above	4	36	35.0 and above	4	36
38.0-44.9	3	27	30.0-34.9	3	27
31.0-37.9	2	18	25.0-29.9	2	18
Below 31.0	1	9	Below 25.0	1	9

Current Utilization Rate counts course sections taught in classrooms and class laboratories; the total number of weekly minutes taught in classrooms and class laboratories is divided by 50 (number of minutes in an hour accounting for passing and room transition time) and then divided by the number of classrooms or class laboratories in the facilities inventory (stacked hours are excluded from the calculation). The Coordinating Board’s utilization benchmarks are 38 hours and above of scheduled instruction per week for classrooms and 25 hours and above of scheduled instruction per week for class labs.

Table 3 shows the scoring and weight of the Utilization variable as defined by the Coordinating Board. Texas State’s average hours per week of instruction for classrooms was 34 hours (four hours below the benchmark for maximum points) and the average hours per week of instruction for class labs was 32 hours (7 hours above the benchmark for maximum points). The result for Texas State was a score of 24 for classroom utilization and a score of 32 class lab utilization. For comparison purposes, in 2022 Texas State averaged 30 hours in classroom utilization and 33 hours in class lab utilization.

Table 3: Utilization Rate Scoring

Classroom (TXST Hours Per Week = 34)			Class Laboratory (TXST Hours Per Week = 32)		
Hours Per Week	Points	Score (weight =8)	Hours Per Week	Points	Score (weight =8)
38.0 and above	4	32	25.0 and above	4	32
34.0-37.9	3	24	20.0-24.9	3	24
30.0-33.9	2	16	15.0-19.9	2	16
Below 30	1	8	Below 15	1	8

Tables 4 and 5 provide a four-year history of Texas State’s utilization rate.

Table 4: Classroom Utilization (2015-2019)

	Classrooms	Average (50 Min) Hours Per Classroom	CB Utilization Standard
2023	229	34.4	90%
2022	251	30.4	80%
2019	232	37.1	98%
2018	234	37.7	99%

Table 5: Class Laboratory Utilization (2015-2019)

	Class Labs	Average Hours Per Class Lab	CB Utilization Standard
2023	152	31.7	126%
2022	139	33.0	130%
2019	129	37.7	151%
2018	129	37.5	150%

Average Percent Fill assesses the number of seats in a classroom or class laboratory that are occupied when the rooms are in use. The Coordinating Board added this variable to the SUE Model in order to determine the appropriateness of use, the need for additional facilities, and opportunities for optimization. Average Percent Fill is computed by determining a student station occupancy rate (SSO) for each course period that is scheduled in a classroom or a class laboratory. SSO is a percentage equal to the sum of enrollment divided by available seats. The course period SSO percentage is rounded to the nearest hundredth and multiplied by the number of times the course meets each week. The products of the SSO multiplied by occurrences are totaled by space use (i.e. classroom or class laboratory) and divided by the total number of occurrences in each type of room. The Average Percent Fill benchmarks set by the Coordinating Board are 65% and above for classrooms and 75% and above for class laboratories.

Table 6 shows the scoring and weight of the Average Percent Fill variable as defined by the Coordinating Board. Texas State’s Average Percent Fill for classrooms is 70% (5 percentage points above the benchmark for maximum points) and 72% for class laboratories. The result for Texas State was a perfect score of 32 in the Classroom category and 24 in the Class Laboratory category. For comparison purposes, in 2022 Texas State’s Average Percent Fill for classrooms was 69% and the Average Percent Fill for class laboratories was 72%.

Table 6: Average Percent Fill Scoring

Classroom (TXST Average Percent Fill = 70%)			Class Laboratory (TXST Average Percent Fill = 72%)		
Percent of Seats	Points	Score (weight =8)	Percent of Seats	Points	Score (weight =8)
65% and above	4	32	75% and above	4	32
55.0%-64.9%	3	24	65.0% -74.9%	3	24
45.0%-54.9%	2	16	55.0%-64.9%	2	16
Below 45%	1	8	Below 55.0%	1	8

Table 7 below (page 8) shows classroom sections, hours and percent fill grouped by seating capacities.

Table 7: Distribution of Course Sections, Average Weekly Instructional Hours and Average Percent Fill by Classroom Seating Capacity

SEATS	CLASSROOMS	SECTIONS	HOURS	AVERAGE HOURS	AVERAGE PERCENT FILL
25 or less	21	234	552	31.4	74.9%
26 – 50	136	1745	3913	35.3	67%
51 – 75	29	333	894	30.82	57%
76 – 100	18	195	462	31.1	55%
101 – 125	12	149	420	35	77%
126 – 150	5	56	136.8	35.2	85%
151 – 175	1	11	37.4	37.4	64%
176 – 200	1	14	44.2	44.2	84%
Over 200	5	90	294	42	89%

For fall 2023, classrooms with 26 or less seats, 26-50 seats, 51-75 seats, 76-100 seats, and 101-125 seats, 126-150 seats, 151-175 seats, and 151-175 seats fell below the Coordinating Board benchmark for Average Weekly Instructional Hours (38 hours) and classrooms with 51-75 seats and 76-100 seats fell below the benchmark (65%) for Percent Fill.

CLASSROOM UTILIZATION AND AVERAGE PERCENT FILL

A classroom is defined by the Coordinating Board as a room “used for scheduled instruction referred to as lecture rooms, demonstration rooms, seminar rooms, and general-purpose classrooms. Classrooms can be equipped with tablet armchairs, tables and chairs (as in a seminar room), or similar types of seating. They also can be furnished with special equipment, including multimedia or telecommunications equipment, appropriate to a specific area of study if the room is “suitable for use by other classes.””

In fall 2022 there were 251 classrooms on inventory. The following space use changes were made for fall 2023. The net result is 229 classrooms.

- Rooms removed from the inventory of classrooms:
 - Avery Building 407- Reclassified to a Class Laboratory
 - Avery Building 408- Reclassified to a Meeting Room
 - Avery Building 413 reclassified to a Demonstration Room
 - Avery Building 420 reclassified to a Study Room
 - Avery Building 451 reclassified to a Class Laboratory
 - Avery Building 455 reclassified to a Demonstration Room
 - Avery Building 358 reclassified to a Demonstration Room
 - Avery Building 362 reclassified to Class Laboratory
 - Avery Building 363 reclassified to Class Laboratory
 - Avery Building 368 reclassified to Demonstration Room
 - Nursing Building 118 reclassified to a Demonstration Room
 - Nursing Building 120 reclassified to a Meeting Room
 - Nursing Building 124 reclassified to a Meeting Room
 - Elliott Building 101A reclassified to a Meeting Room
 - Agriculture Building 302 reclassified to a Meeting Room
 - ASBN Building 150 reclassified to an Assembly Room
 - Encino Building 218 reclassified to a Meeting Room
 - McCoy Building 111 eliminated due to reconfiguration
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Table 8 below provides the number of sections (SECTS), instructional hours per week (HRS), utilization rate (UTIL), seating capacity (SEATS), Average Percent Fill (PF) and primary department for each designated classroom listed in the facilities inventory for fall 2023.

Table 8: Classroom Utilization Rate and Average Percent Fill by Building and Room

BUILDING	ROOM	SECT	HRS	UTIL	SEAT	PF	OCCUPANT
ACADEMIC SERVICES BUILDING NORTH	353	16	36.2	87%	40	38%	HONORS COLLEGE
ACADEMIC SERVICES BUILDING NORTH	407	12	36.8	97%	25	79%	CURRICULUM/INSTRUCTN
ACADEMIC SERVICES BUILDING NORTH	408	16	52.4	138%	25	71%	CURRICULUM/INSTRUCTN
ACADEMIC SERVICES BUILDING SOUTH	112	34	32	84%	30	79%	UNIVERSITY COLLEGE
ACADEMIC SERVICES BUILDING SOUTH	300	15	44.4	117%	272	86%	BIOLOGY
AGRICULTURE	202	11	31.4	83%	48	65%	AGRICULTURE
AGRICULTURE	204	14	36.4	96%	100	60%	AGRICULTURE

BUILDING	ROOM	SECT	HRS	UTIL	SEAT	PF	OCCUPANT
AGRICULTURE	221	4	8	21%	40	49%	AGRICULTURE
AGRICULTURE	301	12	29.8	74%	35	68%	AGRICULTURE
ALBERT B. ALKEK LIBRARY	250	17	47.4	125%	386	92%	REGISTRARS
AVERY BUILDING	123	9	23.8	63%	32	40%	ROUND ROCK
AVERY BUILDING	204	6	16.6	44%	24	33%	ROUND ROCK
AVERY BUILDING	301	6	18	24%	49	90%	ROUND ROCK
AVERY BUILDING	312	7	22.8	51%	38	40%	ROUND ROCK
AVERY BUILDING	313	6	20.6	54%	35	48%	ROUND ROCK
AVERY BUILDING	318	6	19.8	52%	35	37%	ROUND ROCK
AVERY BUILDING	357	6	22	58%	32	36%	ROUND ROCK
AVERY BUILDING	403	8	29.8	46%	48	88%	ROUND ROCK
AVERY BUILDING	404	0	0	0%	0	0%	ROUND ROCK
AVERY BUILDING	405	9	23.8	35%	48	81%	ROUND ROCK
AVERY BUILDING	406	0	0	0%	0	0%	ROUND ROCK
AVERY BUILDING	414	8	24.2	64%	22	48%	ROUND ROCK
AVERY BUILDING	453	6	16	42%	48	48%	ROUND ROCK
BRUCE AND GLORIA INGRAM HALL	3101	11	35.2	93%	72	70%	PHYSICS
BRUCE AND GLORIA INGRAM HALL	3102	15	47.6	125%	48	78%	MATHEMATICS
BRUCE AND GLORIA INGRAM HALL	3103	14	44.4	117%	48	80%	MATHEMATICS
BRUCE AND GLORIA INGRAM HALL	3104	9	28.4	75%	102	59%	COMPUTER SCIENCE
BRUCE AND GLORIA INGRAM HALL	3105	16	50.6	116%	48	68%	MATHEMATICS
BRUCE AND GLORIA INGRAM HALL	3203	14	39	77%	25	78%	BIOLOGY
BRUCE AND GLORIA INGRAM HALL	3204	14	44.2	116%	48	83%	MATHEMATICS
BRUCE AND GLORIA INGRAM HALL	3207	15	43.4	106%	48	74%	PHYSICS
BRUCE AND GLORIA INGRAM HALL	4101	8	27	71%	72	47%	PHYSICS
BRUCE AND GLORIA INGRAM HALL	4102	11	36.4	61%	23	45%	MAT SCI,ENGR&COMM
BRUCE AND GLORIA INGRAM HALL	4104	13	41.2	75%	102	52%	BIOLOGY
CENTENNIAL HALL	100	14	42.2	111%	34	72%	MODERN LANGUAGES
CENTENNIAL HALL	101	13	41.4	109%	32	68%	MODERN LANGUAGES
CENTENNIAL HALL	102	15	44	116%	36	71%	COMM STUDIES
CENTENNIAL HALL	103	18	48.2	127%	36	74%	COMM STUDIES
CENTENNIAL HALL	106	12	35.8	94%	30	74%	MODERN LANGUAGES
CENTENNIAL HALL	157	15	47.6	117%	369	87%	REGISTRARS
CENTENNIAL HALL	215	14	42	111%	35	62%	MODERN LANGUAGES

BUILDING	ROOM	SECT	HRS	UTIL	SEAT	PF	OCCUPANT
TRAUTH-HUFFMAN HALL	411	9	28.8	76%	48	75%	SOCIOLOGY
DERRICK HALL	111	16	50.8	125%	29	58%	PHILOSOPHY
DERRICK HALL	113	14	44.2	116%	178	84%	SOCIOLOGY
DERRICK HALL	117	15	47.4	108%	40	72%	MATHEMATICS
DERRICK HALL	118	20	45.2	119%	29	78%	MODERN LANGUAGES
DERRICK HALL	119	13	31.2	82%	30	88%	MODERN LANGUAGES
DERRICK HALL	120	17	42.2	108%	30	71%	MATHEMATICS
DERRICK HALL	121	15	43.4	106%	30	70%	MATHEMATICS
DERRICK HALL	227	12	38.2	101%	54	70%	PHILOSOPHY
DERRICK HALL	229	10	29.6	78%	40	88%	PSYCHOLOGY
DERRICK HALL	230	30	37.6	99%	34	72%	UNIVERSITY COLLEGE
DERRICK HALL	234	11	34.8	83%	70	84%	COMPUTER SCIENCE
DERRICK HALL	235	15	48.8	128%	39	79%	COMPUTER SCIENCE
DERRICK HALL	239	33	33	87%	32	86%	UNIVERSITY COLLEGE
DERRICK HALL	240	17	48.2	99%	49	107%	COMPUTER SCIENCE
DERRICK HALL	241	12	38	100%	48	69%	PHILOSOPHY
DERRICK HALL	325	13	37.8	99%	28	61%	COMPUTER SCIENCE
DERRICK HALL	326	14	44	116%	37	83%	MATHEMATICS
DERRICK HALL	328	16	50.6	125%	44	80%	MATHEMATICS
DERRICK HALL	329	11	35.2	84%	92	91%	SOCIOLOGY
DERRICK HALL	330	15	47.2	124%	44	90%	MATHEMATICS
DERRICK HALL	331	15	50.4	133%	45	73%	MATHEMATICS
DERRICK HALL	332	13	40.8	107%	47	81%	MATHEMATICS
DERRICK HALL	333	18	57	133%	49	62%	MATHEMATICS
DERRICK HALL	334	14	44.2	116%	40	87%	MATHEMATICS
DERRICK HALL	336	17	53.6	133%	49	72%	MATHEMATICS
ELLIOTT HALL A	A108	5	13	34%	24	86%	UNIVERSITY COLLEGE
McCOY HALL	105	13	35.4	89%	48	80%	COLL BUSINESS ADMIN
McCOY HALL	113	15	47.6	125%	58	54%	COLL BUSINESS ADMIN
McCOY HALL	119	21	50.8	104%	246	84%	COLL BUSINESS ADMIN
McCOY HALL	124	12	36.6	96%	60	65%	COLL BUSINESS ADMIN
McCOY HALL	125	12	38.6	102%	60	56%	COLL BUSINESS ADMIN
McCOY HALL	126	16	47	124%	98	89%	COLL BUSINESS ADMIN
McCOY HALL	127	14	44.4	117%	98	64%	COLL BUSINESS ADMIN
McCOY HALL	222	18	48	126%	42	72%	COLL BUSINESS ADMIN
McCOY HALL	223	16	52	137%	42	69%	COLL BUSINESS ADMIN
McCOY HALL	224	18	57.6	152%	42	74%	COLL BUSINESS ADMIN
McCOY HALL	225	15	45.2	119%	42	75%	COLL BUSINESS ADMIN
McCOY HALL	233	12	34.6	87%	146	85%	COLL BUSINESS ADMIN
McCOY HALL	240	15	48.2	127%	55	62%	COLL BUSINESS ADMIN
McCOY HALL	241	13	45.4	119%	55	66%	COLL BUSINESS ADMIN

TEACHING THEATRE UTILIZATION AND AVERAGE PERCENT FILL

The three teaching theatres, Alkek Library 250, Centennial 157 and LBJ Student Center 4-16.1 are scheduled by the Registrar's Office. The combined average weekly hours of instruction for the 3 theatres were 41 hours or 108% of the Coordinating Board Utilization benchmark. The Average Percent Fill (PF) for the 3 teaching theatres was 97%.

Table 9: Teaching Theatre Schedules

Alkek Library 250: 17 Sections, 47.4 Hours (125% of CB Benchmark), 386 Seats (PF 92%)

	MONDAY	WEDNESDAY	FRIDAY		TUESDAY	THURSDAY	
8:00 AM	PSY 1300	PSY 1300	PSY 1300	8:00 AM	PSY 3300	PSY 3300	PSY 3300
9:00 AM	MATH 1315	MATH 1315	MATH 1315	9:30 AM	NUTR 2360	NUTR 2360	
10:00 AM	PSY 1300	PSY 1300	PSY 1300				
11:00 AM	MC 3311	MC 3311	MC 4336I	11:00 AM	MC 3311	MC 3311	
12:30 PM	POSI 2310	POSI 2310		12:30 PM	PSY 3315	PSY 3315	
2:00 PM	AT 2356	AT 2356		2:00 PM	NUTR 3362	NUTR 3362	
3:30 PM	MC 4381	MC 4381		3:30 PM	POSI 2310	POSI 2310	
5:00 PM	TH 2313	TH 2313		5:00 PM	POSI 2310	POSI 2310	

Centennial Hall 157: 15 Sections, 44.4 Hours (116% of CB Benchmark), 369 (PF 82%)

	MONDAY	WEDNESDAY	FRIDAY		TUESDAY	THURSDAY	
8:00 AM				8:00 AM	MC 1301	MC 1301	
9:00 AM	MC 3343	MC 3343	MC 3343	9:30 AM	ENG 2330	ENG 2330	
10:00 AM	CS 1428	CS 1428	CS 1428				
11:00 AM	PHIL 1320	PHIL 1320		11:00 AM	POSI 2320	POSI 2320	
12:30 PM				12:30 PM	HIST 1310	HIST 1310	
2:00 PM	ENG 2340	ENG 2340		2:00 PM	HIST 1320	HIST 1320	
3:30 PM	HIST 1310	HIST 1310		3:30 PM	MC 3367	MC 3367	
5:00 PM	CHEM 1341	CHEM 1341		5:00 PM	CHEM 1342		

LBJ Student Center 4-16.1: 13 Sections, 38 Hours (84% of CB Benchmark), Seats 398 (PF 95%)

	MONDAY	WEDNESDAY	FRIDAY		TUESDAY	THURSDAY	
8:00 AM				8:00 AM	GEO 1305	GEO 1305	
9:00 AM	PSY 1300	PSY 1300	PSY 1300	9:30 AM	ANTH 2301	ANTH 2301	
10:00 AM	POSI 2320	POSI 2320	POSI 2320				
11:00 AM	POSI 2310	POSI 2310		11:00 AM	PSY 1300	PSY 1300	
12:30 PM	ENG 2360	ENG 2360		12:30 PM			
2:00 PM	MATH 1315	MATH 1315		2:00 PM	POSI 2310	POSI 2310	
3:30 PM	POSI 2310	POSI 2310		3:30 PM	MATH 1315	MATH 1315	
5:00 PM				5:00 PM			

UTILIZATION OF CLASSROOMS AT THE ROUND ROCK CAMPUS

As reflected in Table 10 below, there were 237 weekly hours instruction (77 course sections) scheduled in 11 classrooms in the Avery Building. On average, 22 hours of instruction were scheduled in each classroom and 8 classrooms were in use 50% or more of the Coordinating Board's maximum benchmark of 38 hours of instruction per week. The Average Percent Fill (i.e. the number of seats occupied) is 54%. This is 11 percentage points below the Coordinating Boards benchmark for maximum points.

Table 10: Avery Building Classroom Utilization and Percent Fill

ROOM	2022					2023					2022 to 2023 Comparison			
	SECTS	HRS	UTIL	SEATS	PF	SECTS	HRS	UTIL	SEATS	PF	SECTS	HRS	UTIL	PF
123	6	20.6	54%	32	43%	9	23.8	63%	32	40%	3	3.2	9%	-3%
204	3	10.2	27%	24	38%	6	16.6	44%	24	33%	3	6.4	17%	-5%
301	8	27.6	49%	49	78%	6	18	24%	49	90%	-2	-2.4	-25%	12%
312	3	8.4	22%	38	45%	7	22.8	51%	38	40%	4	14.4	29%	-9%
313	5	15.4	41%	35	49%	6	20.6	54%	35	48%	1	5.2	13%	-1%
318	6	17	45%	35	35%	6	19.8	52%	35	37%	0	2.8	7%	2%
357	2	6.8	27%	32	51%	6	22	58%	32	36%	4	15.2	31%	-15%
403	3	9.8	26%	48	72%	8	29.8	46%	48	88%	5	20	20%	16%
405	4	11.6	31%	48	79%	9	23.8	35%	48	81%	5	12.2	4%	3%
414	1	3.4	9%	18	18%	8	24.2	64%	22	48%	7	20.8	55%	30%
453	3	12	16%	48	92%	6	16	42%	48	48%	3	4	26%	-44

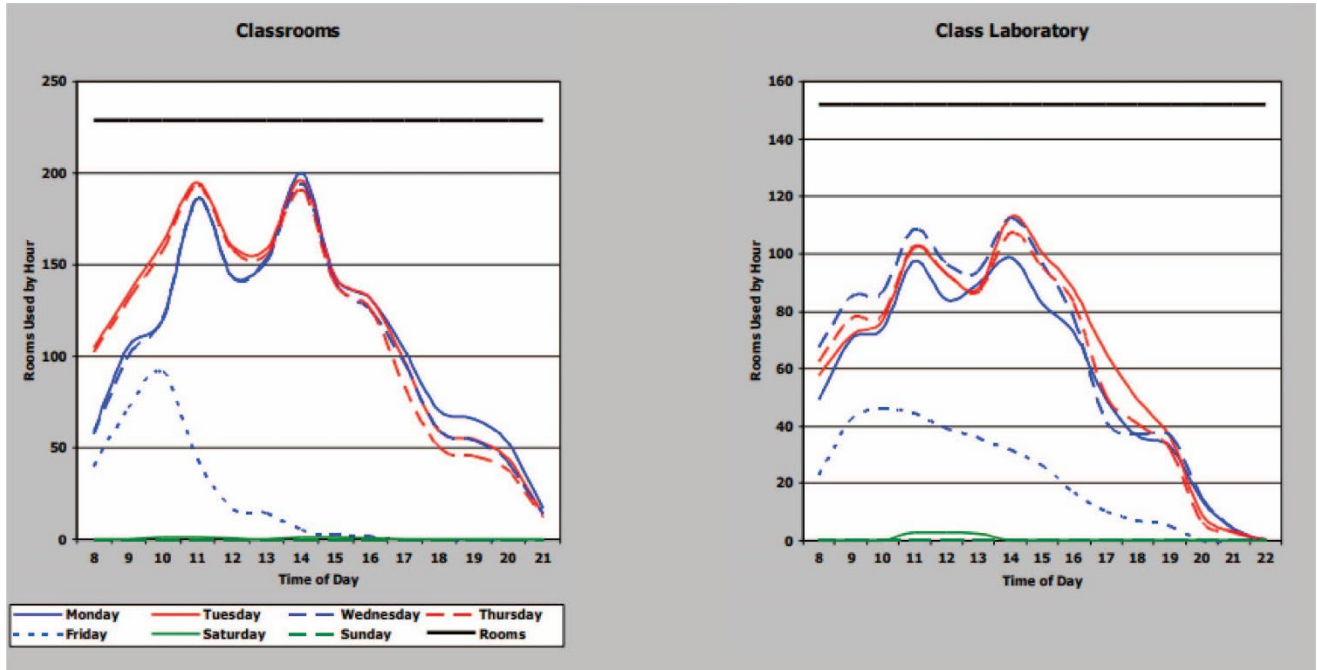
Avery Building classrooms had a 17% increase in Utilization and a 1% decrease in Percent Fill from 2022 to 2023.

UTILIZATION OF CLASSROOMS BY DAY AND HOUR

Numerous universities use similar procedures to define instructional periods in order to create standardized and consistent course schedules. The most familiar is Monday, Wednesday, and Friday (MWF) and Tuesday, Thursday (TTH) arrangements that employ uniform start times and session durations. The goal is to provide students optimal access to courses while affording faculty adequate time to pursue and conduct research, serve on committees, and provide convenient office hours for students. In addition, standardized course schedules are critical to maximizing classroom and class lab utilization. The following uniform class scheduling policy was approved by Texas State beginning spring 2009:

- MWF morning classes begin at 8:00 a.m., 9:00 a.m., 10:00 a.m., 11:00 a.m. and 12:00 p.m. for 50 minutes plus 10-minute passing time.
- MW classes begin at 12:30 p.m., 2:00 p.m., 3:30 p.m., 5:00 p.m., 6:30 p.m., and 8:00 p.m. MW morning lectures are allowed if Friday is used for a lab that utilizes the same room. Departments are allowed to teach up to 10 percent of their classes MW, from 11:00 a.m. until 12:20 p.m.
- With the dean and provost approvals, some classes may be offered at 11:00 a.m. until 12:20 p.m. MWF and conclude earlier in the semester.
- TR classes begin at 8:00 a.m., 9:30 a.m., 11:00 a.m., 12:30 p.m., 2:00 p.m., 3:30 p.m., 5:00 p.m., 6:30 p.m., and 8:00 p.m.
- No one-day a week morning classes are allowed. One-day a week classes are allowed at 12:30 p.m. and later, if they begin at standard times.
- All classes must end no less than 10 minutes prior to the next scheduled class time.
- Graduate courses are exempt if not affecting first-call room utilization.
- Any exception to these rules must be reviewed and accepted by the CSC

Graph 1: Number of Classrooms and Class Labs in Use by Day and Time



CLASS LAB UTILIZATION AND AVERAGE PERCENT FILL

A class laboratory is defined as a room for “regularly scheduled classes that require special equipment for student participation, experimentation, observation, or practice.” It is designed for and/or furnished with equipment to serve the needs of a particular discipline for group instruction. The room design and/or equipment normally limits its use for other disciplines.

In fall 2023 there were 152 Class Labs on inventory. There were no Class Laboratory space use changes made for fall 2023.

Table 12 provides the number of sections (SECTS), weekly hours (HRS), utilization rate (UTIL), seating capacity (SEATS), Average Percent Fill (PF) and responsible department/ school for each designated class lab listed in the facilities inventory for fall 2023.

Table 12: Class Lab Utilization Rates and Average Percent Fill by Building and Room (Page 19)

BUILDING	ROOM	SECTS	HRS	UTIL	SEATS	PF	OCCUPANT
ACADEMIC SERVICES BUILDING NORTH	450A	5	16.8	67%	26	71%	CURRICULUM/INSTRUCTN
ACADEMIC SERVICES BUILDING NORTH	450B	8	26.8	107%	32	63%	CURRICULUM/INSTRUCTN
AGRICULTURE	101	12	27.6	110%	30	76%	AGRICULTURE
AVERY BUILDING	112	7	25.2	101%	25	76%	ROUND ROCK
AVERY BUILDING	113	5	6.6	26%	24	56%	ROUND ROCK
AVERY BUILDING	362	5	16.8	67%	35	53%	ROUND ROCK
AVERY BUILDING	363	4	13.4	54%	35	53%	ROUND ROCK
AVERY BUILDING	407	5	15.68	38%	48	64%	ROUND ROCK
BRUCE AND GLORIA INGRAM HALL	2101	12	38.4	26%	24	135%	ENGINEERING
BRUCE AND GLORIA INGRAM HALL	2103	14	41.6	154%	24	65%	ENGINEERING
BRUCE AND GLORIA INGRAM HALL	2104	14	37.2	149%	24	72%	ENGINEERING
BRUCE AND GLORIA INGRAM HALL	2107	17	45.6	159%	24	85%	ENGINEERING
BRUCE AND GLORIA INGRAM HALL	2108	11	33.2	133%	24	84%	ENGINEERING
BRUCE AND GLORIA INGRAM HALL	3309	14	42.2	169%	48	57%	ENGINEERING
BRUCE AND GLORIA INGRAM HALL	4103	16	51.6	181%	72	43%	ENGINEERING
BRUCE AND GLORIA INGRAM HALL	4106	10	35.6	130%	32	52%	ENGINEERING
CHEMISTRY	104	17	57.8	231%	20	89%	CHEM/BIOCHEMISTRY
CHEMISTRY	109	7	50.6	202%	24	27%	CHEM/BIOCHEMISTRY
CHEMISTRY	110	17	57.8	231%	24	78%	CHEM/BIOCHEMISTRY
CHEMISTRY	113	17	57.8	231%	24	86%	CHEM/BIOCHEMISTRY
CHEMISTRY	114	18	61.2	245%	24	97%	CHEM/BIOCHEMISTRY
CHEMISTRY	117	18	61.2	245%	24	99%	CHEM/BIOCHEMISTRY
CHEMISTRY	229	19	65.2	261%	15	106%	CHEM/BIOCHEMISTRY
CHEMISTRY	232	16	55	220%	22	74%	CHEM/BIOCHEMISTRY
CHEMISTRY	327	4	27.2	109%	25	50%	CHEM/BIOCHEMISTRY
DENISE M. TRAUTH AND JOHN L. HUFFMAN HALL	342	4	13	39%	32	42%	POLITICAL SCIENCE
DENISE M. TRAUTH AND JOHN L. HUFFMAN HALL	440	17	38	152%	33	76%	PSYCHOLOGY
DERRICK HALL	114	6	16	64%	30	60%	REGISTRARS
DERRICK HALL	122	15	47.4	177%	40	79%	MATHEMATICS
DERRICK HALL	233	11	34.6	138%	34	85%	MATHEMATICS
DERRICK HALL	236	24	38.6	154%	24	89%	COMPUTER SCIENCE
DERRICK HALL	338	12	37.8	151%	38	83%	MATHEMATICS
DERRICK HALL	339	12	38	139%	40	75%	MATHEMATICS
EMMETT & MIRIAM McCOY HALL	332	7	22.8	91%	48	77%	CIS & QUANT METHODS
EMMETT & MIRIAM McCOY HALL	334	21	67.2	154%	56	170%	CIS & QUANT METHODS
ENCINO HALL	307	2	15.2	61%	24	47%	CLINICAL LAB SCIENCE
ENCINO HALL	334	4	15.6	62%	15	50%	CLINICAL LAB SCIENCE
ENCINO HALL	335	2	6.8	27%	24	69%	CLINICAL LAB SCIENCE
ENCINO HALL	346	4	15.6	62%	10	98%	CLINICAL LAB SCIENCE
EVANS LIBERAL ARTS	121	8	20	66%	20	60%	GEOGRAPHY

BUILDING	ROOM	SECTS	HRS	UTIL	SEATS	PF	OCCUPANT
EVANS LIBERAL ARTS	123	11	43.8	136%	24	48%	GEOGRAPHY
EVANS LIBERAL ARTS	149	11	26.2	105%	20	83%	GEOGRAPHY
EVANS LIBERAL ARTS	155	14	34.8	96%	24	60%	GEOGRAPHY
EVANS LIBERAL ARTS	156	7	19.8	79%	20	84%	GEOGRAPHY
EVANS LIBERAL ARTS	226	5	15.6	62%	30	53%	ANTHROPOLOGY
EVANS LIBERAL ARTS	227	6	9.6	38%	34	40%	ANTHROPOLOGY
EVANS LIBERAL ARTS	273	6	9.6	38%	28	43%	ANTHROPOLOGY
FAMILY & CONSUMER SCIENCES	132	6	35.4	142%	20	81%	FAMILY/CONSUMER SCI
FAMILY & CONSUMER SCIENCES	141	9	27.4	110%	36	81%	FAMILY/CONSUMER SCI
FAMILY & CONSUMER SCIENCES	179	7	35.4	142%	30	78%	FAMILY/CONSUMER SCI
FAMILY & CONSUMER SCIENCES	187	7	15.4	62%	24	53%	FAMILY/CONSUMER SCI
FAMILY & CONSUMER SCIENCES	203	6	38.4	154%	20	88%	FAMILY/CONSUMER SCI
FAMILY & CONSUMER SCIENCES	205	5	33.2	133%	20	65%	FAMILY/CONSUMER SCI
FAMILY & CONSUMER SCIENCES	216	5	38.4	154%	20	83%	FAMILY/CONSUMER SCI
FLOWERS HALL	114	5	16	64%	26	85%	ENGLISH
FLOWERS HALL	120	8	25.6	102%	27	85%	ENGLISH
FLOWERS HALL	G14	5	16	64%	25	94%	ENGLISH
FREEMAN AQUATIC BIOLOGY	104	8	27.2	54%	36	28%	BIOLOGY
FREEMAN AQUATIC BIOLOGY	136	5	16.4	53%	35	21%	EDWARDS AQUIFR RSRCH
JEROME & CATHERINE SUPPLE SCIENCE	128	24	52.8	211%	25	92%	PHYSICS
JEROME & CATHERINE SUPPLE SCIENCE	133	16	54.4	218%	21	76%	PHYSICS
JEROME & CATHERINE SUPPLE SCIENCE	135	12	40.8	163%	24	68%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	137	11	34	136%	18	93%	PHYSICS
JEROME & CATHERINE SUPPLE SCIENCE	139	15	30.8	123%	25	63%	PHYSICS
JEROME & CATHERINE SUPPLE SCIENCE	141	3	10.2	41%	36	31%	PHYSICS
JEROME & CATHERINE SUPPLE SCIENCE	176	16	54.4	150%	30	35%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	222	9	19.8	79%	24	75%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	224	10	29.4	118%	24	79%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	227	13	44.2	177%	21	76%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	233	10	34	136%	24	67%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	239	13	50.6	202%	20	95%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	243	12	33.2	102%	22	52%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	255	18	61.2	245%	24	88%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	261	19	30.4	122%	24	65%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	265	11	23	92%	21	69%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	270	17	57.8	231%	16	100%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	326	13	43.4	148%	24	56%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	343	10	34	136%	19	43%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	359	12	40.8	122%	16	72%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	363	14	47.6	190%	17	93%	BIOLOGY

BUILDING	ROOM	SECTS	HRS	UTIL	SEATS	PF	OCCUPANT
JEROME & CATHERINE SUPPLE SCIENCE	369	15	51	204%	20	80%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	377	12	37.4	150%	17	88%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	385	12	40.8	163%	17	84%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	422	20	68	272%	19	101%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	424	17	57.8	231%	18	98%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	429	16	54.4	218%	20	96%	BIOLOGY
JEROME & CATHERINE SUPPLE SCIENCE	433	20	68	272%	20	96%	BIOLOGY
JOANN COLE MITTE	1118	8	54.4	109%	30	66%	SCHOOL ART & DESIGN
JOANN COLE MITTE	1124	6	40.8	163%	36	48%	SCHOOL ART & DESIGN
JOANN COLE MITTE	1126	8	54.4	136%	33	32%	SCHOOL ART & DESIGN
JOANN COLE MITTE	1127	8	54.4	136%	53	30%	SCHOOL ART & DESIGN
JOANN COLE MITTE	1128	6	40.8	163%	20	89%	SCHOOL ART & DESIGN
JOANN COLE MITTE	1129	5	34	136%	20	73%	SCHOOL ART & DESIGN
JOANN COLE MITTE	1130	7	47.6	163%	20	76%	SCHOOL ART & DESIGN
JOANN COLE MITTE	2115	8	54.4	218%	20	92%	SCHOOL ART & DESIGN
JOANN COLE MITTE	2119	11	74.8	190%	18	83%	SCHOOL ART & DESIGN
JOANN COLE MITTE	2120	9	61.2	218%	20	82%	SCHOOL ART & DESIGN
JOANN COLE MITTE	2131	7	47.6	190%	28	64%	SCHOOL ART & DESIGN
JOANN COLE MITTE	3118	5	34	136%	20	79%	SCHOOL ART & DESIGN
JOANN COLE MITTE	4105	14	89.2	202%	24	64%	SCHOOL ART & DESIGN
JOANN COLE MITTE	4112	7	47.6	136%	20	79%	SCHOOL ART & DESIGN
JOANN COLE MITTE	4113	6	40.8	163%	20	83%	SCHOOL ART & DESIGN
JOANN COLE MITTE	1113A	3	44.8	179%	19	78%	SCHOOL ART & DESIGN
JOANN COLE MITTE	3107E	7	45.6	182%	20	85%	SCHOOL ART & DESIGN
JOANN COLE MITTE	3107F	8	27.2	109%	20	82%	SCHOOL ART & DESIGN
JOANN COLE MITTE	3107G	1	4.8	19%	21	100%	SCHOOL ART & DESIGN
JOANN COLE MITTE	3107J	7	40.8	163%	20	78%	SCHOOL ART & DESIGN
JOANN COLE MITTE	4107	13	40.8	163%	20	119%	SCHOOL ART & DESIGN
JOANN COLE MITTE	4127A	7	54.4	218%	26	69%	SCHOOL ART & DESIGN
JOWERS CENTER	B140	4	12.8	51%	15	87%	THEATRE
JOWERS CENTER	B170	12	38.4	154%	20	84%	THEATRE
JOWERS CENTER	B175	14	43.4	159%	28	65%	THEATRE
JOWERS CENTER	B178	14	43.2	160%	30	52%	THEATRE
JOWERS CENTER	D106	2	5.2	21%	20	90%	HEALTH/HUMAN PERF
JOWERS CENTER	D112	3	8.6	34%	20	87%	HEALTH/HUMAN PERF
LIVE OAK HALL	103	11	35.2	141%	23	74%	COLL/FINE ARTS/COMM
LIVE OAK HALL	105B	0	0	0%	0	0%	COLL/FINE ARTS/COMM
LIVE OAK HALL	105	0	0	0%	0	0%	COLL/FINE ARTS/COMM
LIVE OAK HALL	109	12	22.4	90%	15	96%	COLL/FINE ARTS/COMM
LIVE OAK HALL	109A1	0	0	0%	0	0%	COLL/FINE ARTS/COMM

APPENDIX

The CBM005-Building and Room Report and the CBM011-Facilities Room Inventory Report provide the data used to compute Texas State's Space Usage Efficiency (SUE) score. Both reports are certified annually by the Coordinating Board.

Institutional Research, submits and certifies the CBM005– Building and Room Report every fall semester. Shortly after the twelfth class day of the fall semester, the Coordinator of Facilities Inventory requests a copy of the CBM005 to conduct an analysis of all rooms listed in the report. The purpose is to identify possible “space use” changes in order to maximize the instructional hours included in the calculations by the Coordinating Board.

Comparing “space use” (classroom, class lab, special class lab, meeting room etc.) to “hours of scheduled instruction” can help determine the best space use classification for a room. For example, if a room is identified as a “special class lab” and there are 12.5 or more hours of instruction scheduled in that room, it is “flagged” for a possible change to a “class lab” to be included in the utilization calculations for class labs (12.5 hours of instruction is $\frac{1}{2}$ of the Coordinating Board benchmark for class lab utilization). Conversely, if a room is classified as a “class lab” and less than 12.5 hours of scheduled instruction are offered in that room, it may be better to classify the room as a “special class lab.” In these situations, historical class data is analyzed and/or the department controlling the room is contacted to determine the best space use code before any changes are made. The following paragraphs provide examples of the calculations used by the Coordinating Board for determining SUE scores.

Facilities Demand Score Calculations – For example, in fall 2016, a total of 16,403 instructional hours were scheduled weekly at Texas State. Instructional hours are calculated by multiplying the number of times a course meets in one week by the duration of the course period, then dividing this number by 50 (number of minutes in an hour accounting for passing and room transition time) and adding the totals for all course sections (both lecture and lab). For example: ENG 1310, meets on MWF for 50 minutes each day resulting in 3.0 instructional hours ($50 \times 3 / 50 = 3.0$).

To calculate Classroom Facilities Demand, lab hours (5917.20) are deducted from the total hours (16,403.3) and the remaining hours (10,486.1) are divided by the number of classrooms on record (227). Therefore, Classroom Facilities Demand equals 46.19 hours per week. Texas State earned the maximum number of points (4) in this category. Facilities Demand is assigned a weight of 9 by the Coordinating Board which then results in Texas State's score for Classroom Facilities Demand at 36. Class Laboratory Demand equals 47.71 hours per week ($5917.2 / 124$) resulting in Texas State earning the maximum number points (4) in this category. The weight assigned by the Coordinating Board to this measurement is also 9. Texas State's score for Class Laboratory Facilities Demand is 36.

Utilization Score Calculations – For example, the average weekly hours of instruction for classrooms at Texas State for fall 2016 are 39.92 hours (105.1% of the classroom utilization benchmark) or 9063.90 hours / 227 classrooms. The average weekly hours of instruction for class labs at Texas State for fall 2016 are 37.60 hours (150.41% of the class laboratory utilization benchmark) or 4663.0 weekly hours of instruction / 124 class labs. Texas State's scores for both Classroom Utilization and Class Laboratory Utilization is 32 (the maximum points awarded). “Stack Classes” are not included in the utilization score. Stacked Classes refers to multiple courses that meet at the same time, in the same room but have different course and section numbers.

Average Percent Fill Score Calculations – Classroom Average Percent Fill (PF) is based on total enrollment. For example, in fall 2016 there was a total of 275,468 students and 371,422 available student stations in 5827 courses occurrences. After the individual course period percentages are calculated, rounded, multiplied by the number of occurrences, and totaled, the final ratio for classrooms is $4097 / 5827$ or 70.3%. For class labs the calculation is based on 49,096 students and 62,270 available seats in 2229 course occurrences. After all the calculations are complete, the final ratio is $1792 / 2229$ or 80.3%. Texas State's scores for both Classroom and Class Laboratory Average Percent Fill is 32 (the maximum points awarded).

