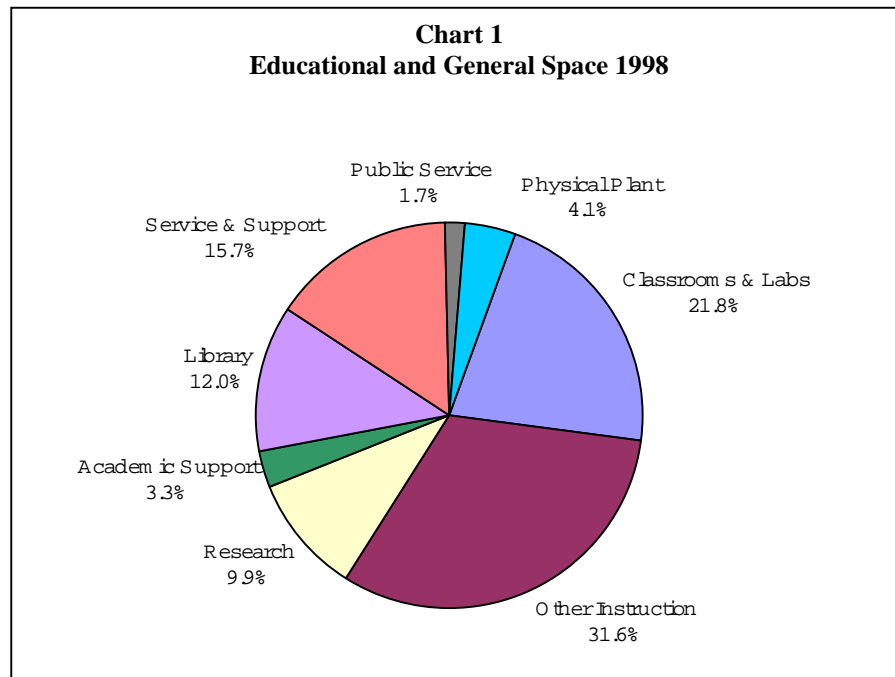


## REPORT: UTILIZATION OF CLASSROOMS AND CLASS LABORATORIES

The purpose of the Space Utilization Report is to assess the physical productivity of Virginia's public institutions of higher education. It evaluates how intensely classrooms, class laboratories, and other educational and general (E&G) space are used. This information, in conjunction with the Council's space utilization guidelines, comprise one of the criteria employed in assessing capital outlay requests. Requests for new construction are generally not recommended if an institution's space utilization falls below the Council's guidelines. The information presented below is based on data reported by the institutions and details space utilization at Virginia's public institutions of higher education as of Fall 1998.

As shown in Chart 1, in 1998 classroom and class laboratories made up about 21.8 percent of the E&G space at Virginia public colleges and universities. While other types of E&G space, such as libraries and research, are used intensively by institutions, their use is not scheduled like classrooms and class laboratories. The focus of this report is how well institutions make use of classrooms and class laboratories.



The utilization of classrooms and class laboratories is measured in three ways:

- *The average number of hours per week that the rooms are used.* The Council's guideline for this measure is an average of 40 hours per week for classrooms and an average of 24 hours per week for class laboratories.
- *The average proportion of stations in classrooms and class laboratories that are filled when the rooms are in use.* The Council's guideline for this measure is filling an average of 60 percent of the stations in classrooms when they are in use and filling an average of 75 percent of the stations in class laboratories when they are in use.
- *The average number of hours per week that the stations are used.* The Council's guideline for this measure is an average of 24 hours per week for classrooms and an average of 18 hours

per week for class laboratories. Ultimately, this is the primary criterion for determining whether an institution can justify the need for additional classroom or class laboratory space.

## Classrooms

Charts 2 and 3 that follow illustrate utilization of classroom space by institution. Each institution's utilization measures are referenced against the Council's utilization guidelines and each institution's 1998 performance measure target. Eleven institutions – George Mason, Old Dominion, University of Virginia, Virginia Tech, William & Mary, UVA at Wise, James Madison, Mary Washington, Norfolk State, Richard Bland, and Virginia Community College System have either met or exceeded their budget performance target for room use or station use. George Mason, Old Dominion, Virginia Commonwealth, and James Madison have also met or exceeded the Council's classroom guideline for weekly hours of room use. George Mason, Old Dominion, Virginia Commonwealth, Virginia Tech, and James Madison have exceeded the Council's classroom guideline for weekly hours of station use. Details are provided in Tables 1 through 5.

It should be noted that a number of institutions have improved their utilization of classroom space since 1996. Three institutions -- William & Mary, James Madison, and Norfolk State -- have increased both the average weekly hours of room use and station use. Old Dominion, University of Virginia, and Mary Washington have increased the average weekly hours of station use.

## Class Laboratories

Charts 4 and 5 that follow illustrate utilization of class laboratories by institution. Again each institution's utilization measures are referenced against the utilization Council's guidelines and each institution's 1998 performance measure target. Eleven institutions – Old Dominion, University of Virginia, Virginia Commonwealth, Virginia Tech, William & Mary, UVA at Wise, James Madison, Longwood, Mary Washington, Virginia Military, and Virginia Community College System -- have either met or exceeded their budget performance target for laboratory room use or station use. In addition, five institutions – George Mason, Old Dominion, Virginia Commonwealth, James Madison, and Virginia Community College System – have met or exceeded the Council's class laboratory guideline for weekly hours of room use. Old Dominion, Virginia Commonwealth, James Madison, and Virginia Community College System have also exceeded the Council's class laboratory guideline for weekly hours of station use. Details are provided in Tables 1 through 5.

As with classroom space, a number of institutions have improved their utilization of class laboratories since 1996. Eight institutions – Virginia Commonwealth, Virginia Tech, William & Mary, UVA at Wise, James Madison, Longwood, Virginia Community College System, and Richard Bland – have either met or increased both the average weekly hours of class laboratory room use and station use.

## **DEFINITIONS**

- **CLASSROOMS** – Rooms used by instructional classes which do not require special-purpose equipment for student use. Included in this category are rooms generally referred to as lecture rooms, seminar rooms, lecture-demonstration rooms, and general purpose classrooms.
- **CLASS LABORATORIES** – Rooms used by regularly scheduled instructional classes that require special-purpose equipment for student participation, experimentation, observation or practice in a field of study.
- **WEEKLY HOURS OF ROOM USE** – The average number of hours per week rooms are scheduled for use.
- **STATION** – A place for one student to receive instruction in an instructional classroom or class laboratory. It is normally a desk, seat, chair, laboratory table, or other suitable furnishing.
- **PERCENT OF OCCUPANCY** – The average proportion of stations in classrooms and class laboratories that are used when the rooms are scheduled for use.
- **WEEKLY HOURS OF STATION USE** – The average number of hours per week stations are scheduled for use.
- **PERFORMANCE MEASURES** – The Commonwealth Core Performance Measures were developed by the Department of Planning and Budget (DPB) in consultation with the Virginia public institutions. Institutions are required to report their performance in relation to these measures to DPB annually.

# Space Utilization Guidelines

## CLASSROOMS

Weekly Hours of Room Use	--	40 hrs.
Percent of Station Occupancy When Room is in Use	--	<u>x 60 pct.</u>
Weekly Hours of Station Use	--	24 hrs.

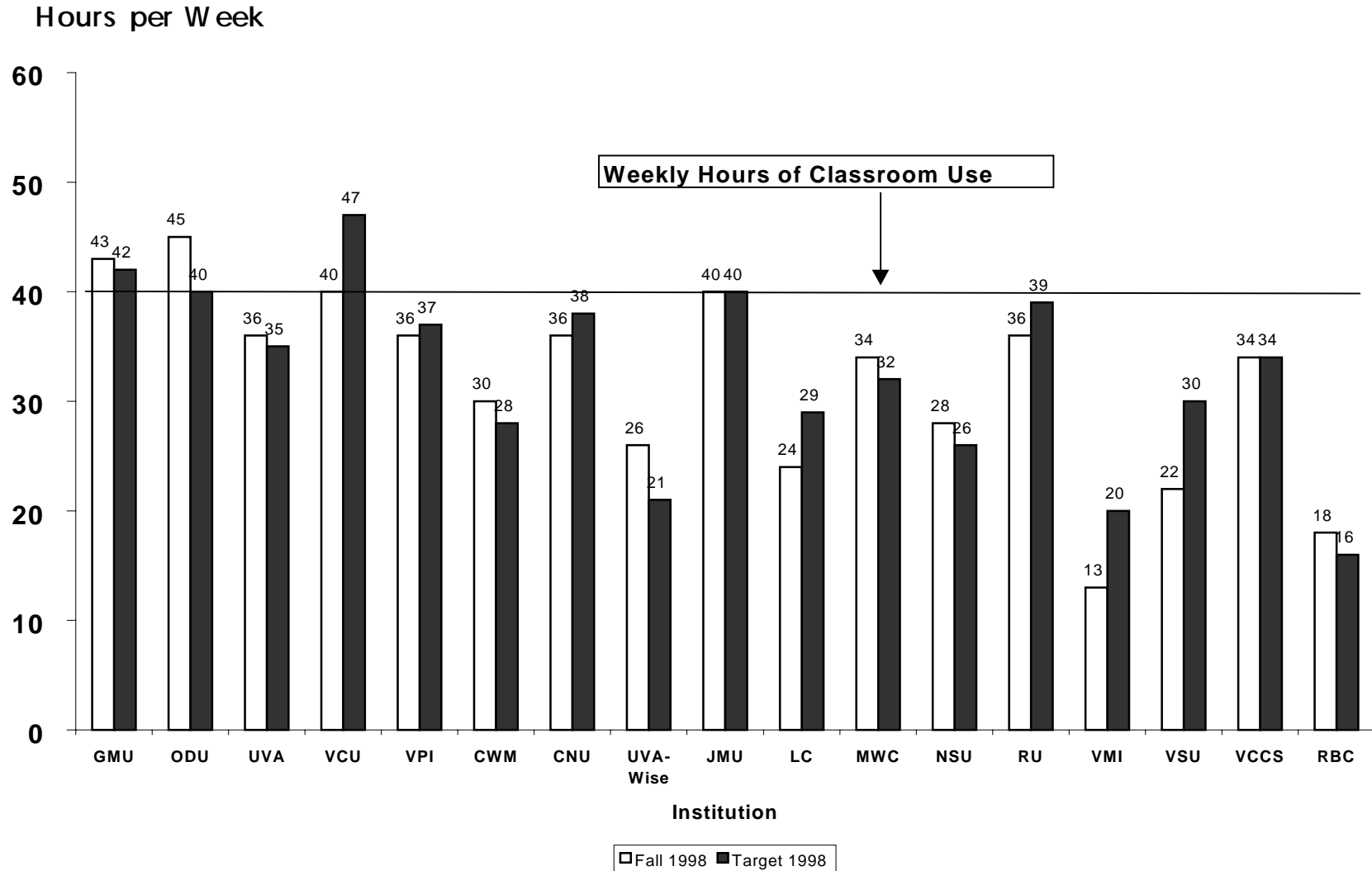
## CLASS LABORATORIES

Weekly Hours of Room Use	--	24 hrs.
Percent of Station Occupancy When Room is in Use	--	<u>x 75 pct.</u>
Weekly Hours of Station Use	--	18 hrs.

## Chart 2

### Weekly Hours of Classroom Use

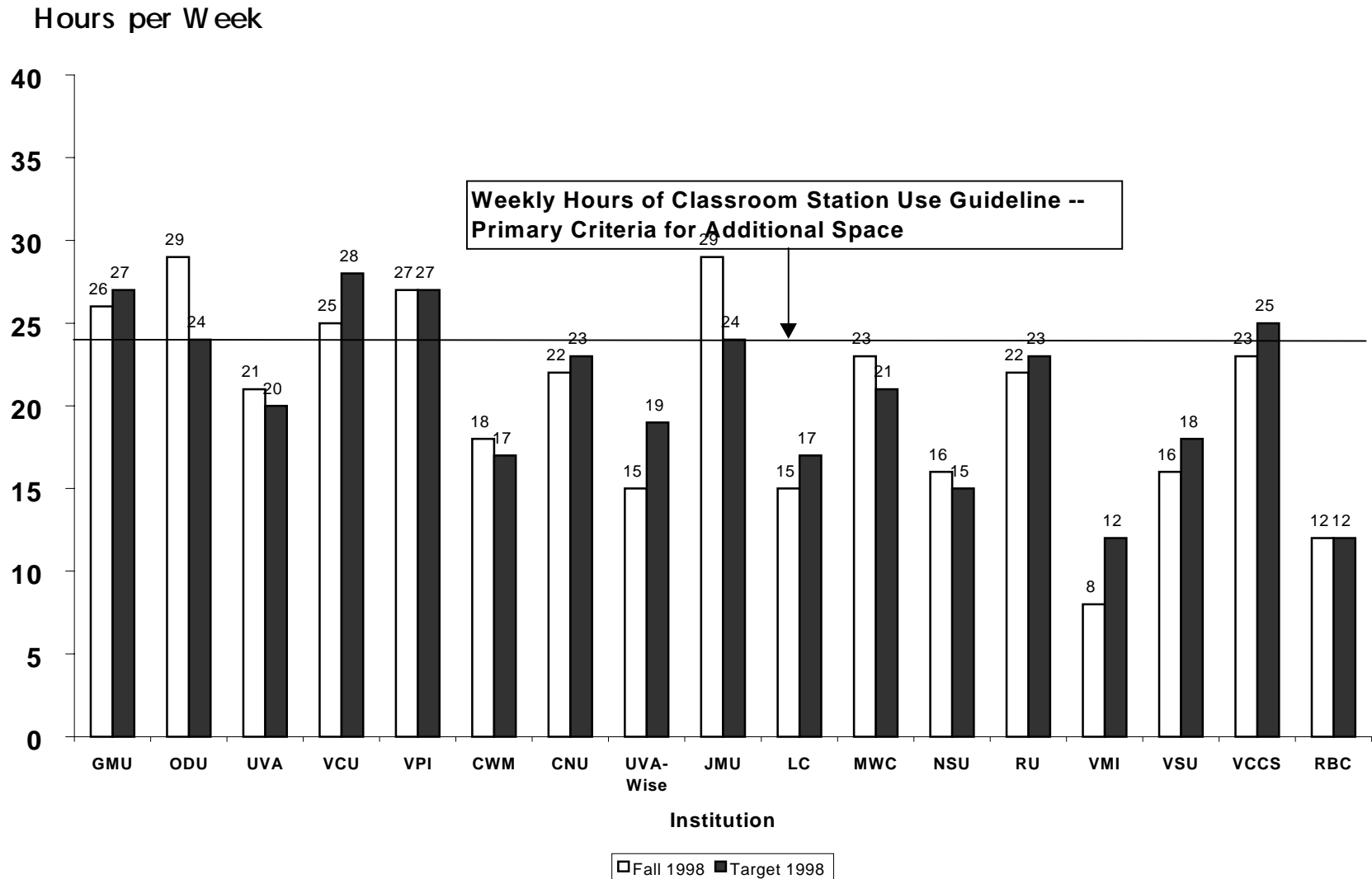
#### Actual Fall 1998 & Performance Measure Target 1998



### Chart 3

## Weekly Hours of Classroom Station Use

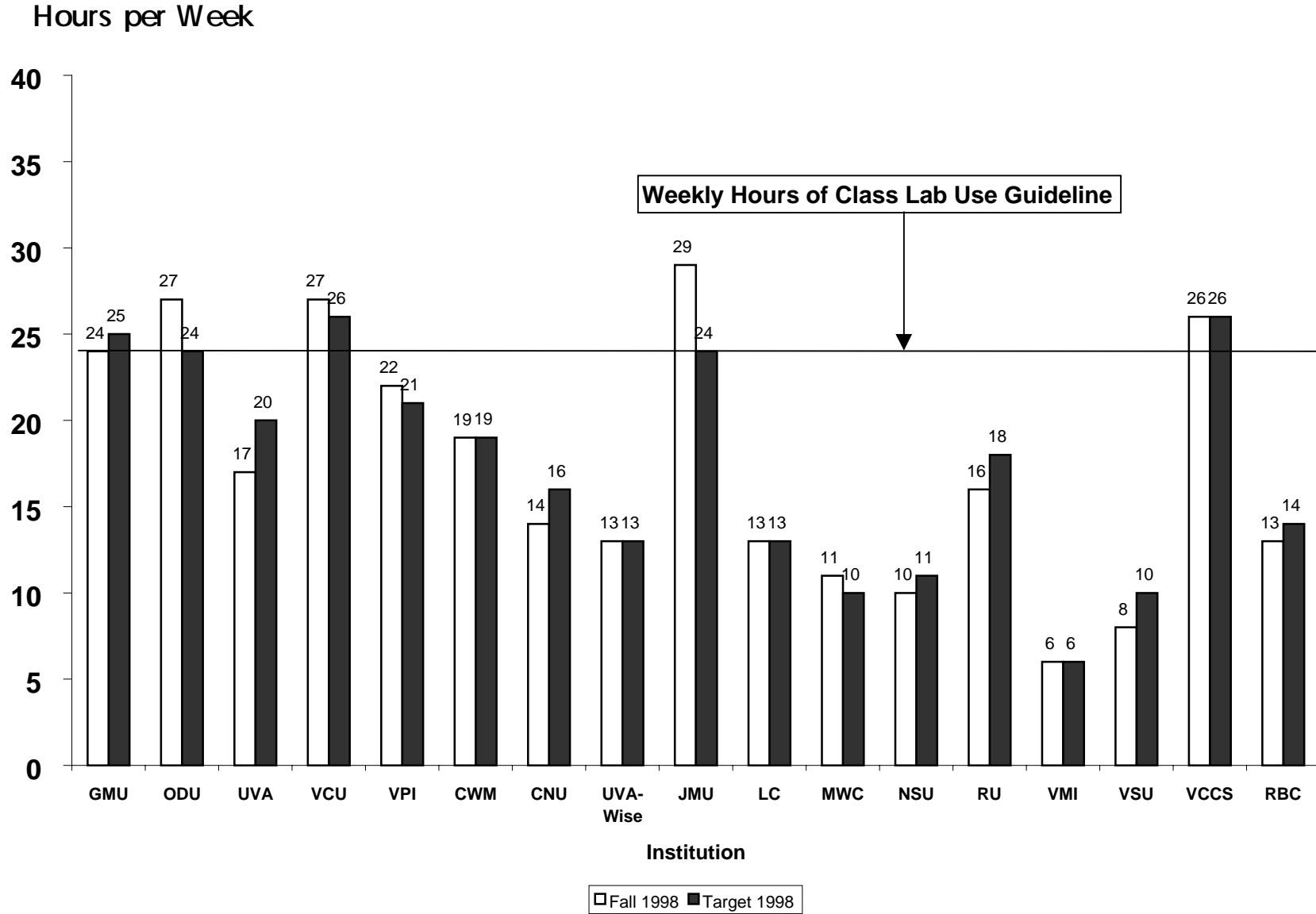
### Actual Fall 1998 & Performance Measure Target 1998



# Chart 4

## Weekly Hours of Class Lab Use

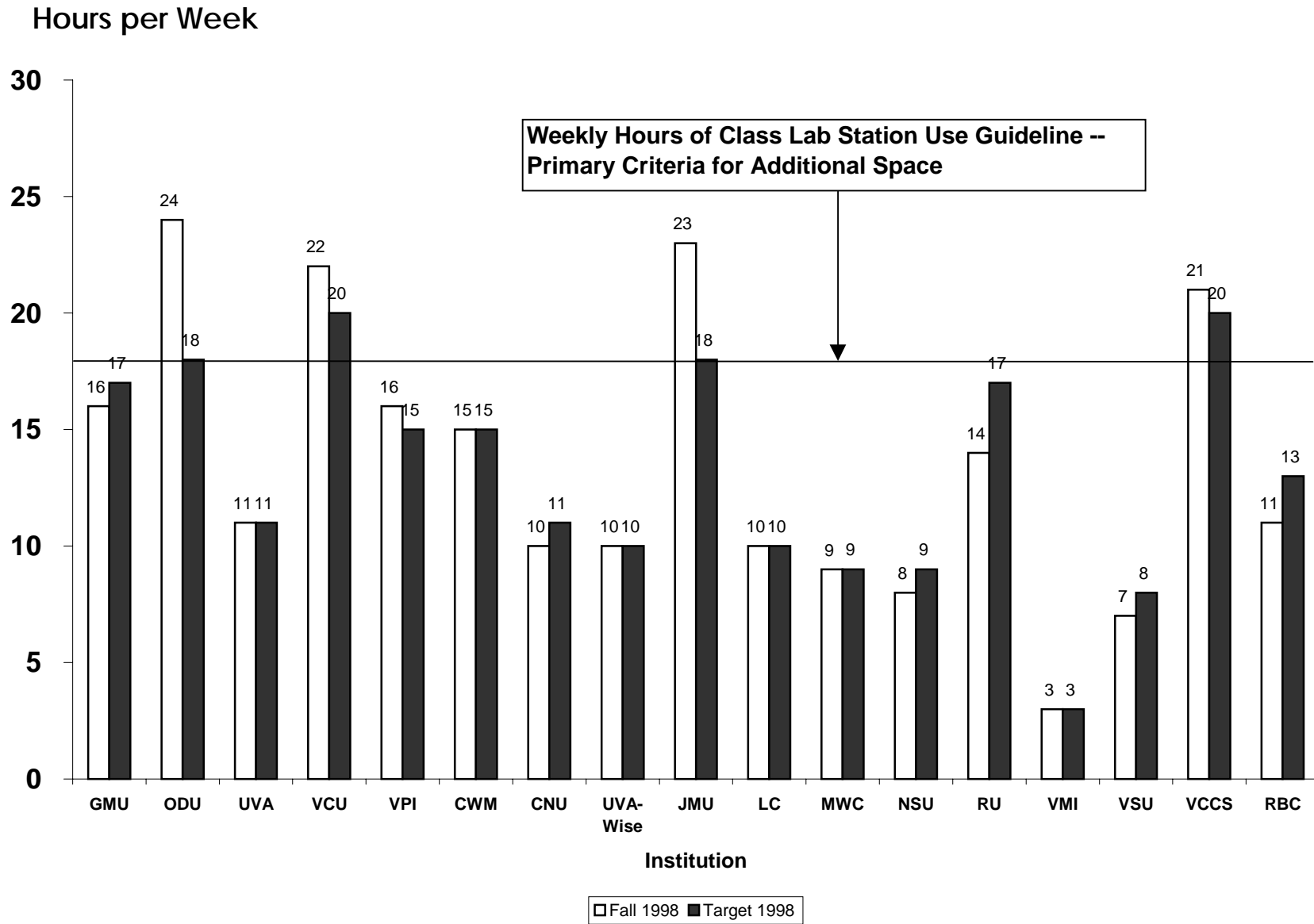
### Actual Fall 1998 & Performance Measure Target 1998



# Chart 5

## Weekly Hours of Class Lab Station Use

### Actual Fall 1998 & Performance Measure Target 1998



**Table 1**  
**CLASSROOM UTILIZATION**  
**1994, 1996 & 1998**

Institution	Weekly Hours of Room Use			Percent of Occupancy			Weekly Hours of Station Use		
	1994	1996	1998	1994	1996	1998	1994	1996	1998
George Mason	48	44	43	65%	63%	60%	31	27	26
Old Dominion	34	46	45	62%	51%	66%	21	23	29
University of Virginia*	29	32	32	52%	57%	59%	15	18	19
Virginia Commonwealth	47	43	40	59%	61%	63%	28	26	25
Virginia Tech	38	36	36	68%	75%	77%	26	27	27
William & Mary	28	28	30	60%	61%	61%	17	17	18
Christopher Newport	52	38	36	53%	59%	63%	28	23	22
UVA-Wise	30	26	26	63%	59%	59%	19	15	15
James Madison	42	37	40	110%	76%	72%	46	28	29
Longwood College	26	29	24	55%	60%	61%	14	17	15
Mary Washington	28	35	34	67%	64%	66%	18	22	23
Norfolk State	27	26	28	60%	59%	58%	16	15	16
Radford	42	39	36	69%	58%	61%	29	23	22
Virginia Military	13	14	13	56%	56%	60%	7	8	8
Virginia State	22	30	22	77%	58%	75%	17	17	16
Senior Total	34	35	34	67%	63%	66%	23	22	23
VCCS	36	34	34	70%	74%	67%	25	25	23
Richard Bland	13	18	18	66%	67%	67%	9	12	12
ALL INSTITUTIONS	34	34	34	68%	67%	67%	23	23	23

\* Utilization data for 1998 include both Main and North Grounds at the University of Virginia. Classroom utilization at the North Grounds is 36 average weekly room-use-hours, 21 average weekly station-use-hours and a percent of occupancy of

**Table 2**  
**CLASS LABORATORY UTILIZATION**  
**1994, 1996 & 1998**

Institution	Weekly Hours of Room Use			Percent of Occupancy			Weekly Hours of Station Use		
	1994	1996	1998	1994	1996	1998	1994	1996	1998
George Mason	25	26	24	69%	69%	67%	17	18	16
Old Dominion	15	33	27	87%	72%	87%	13	24	24
University of Virginia*	14	19	16	59%	51%	68%	8	10	11
Virginia Commonwealth	28	26	27	70%	75%	80%	19	20	22
Virginia Tech	20	20	22	67%	70%	70%	14	14	16
William & Mary	17	19	19	92%	77%	77%	16	15	15
Christopher Newport	18	16	14	89%	72%	72%	16	11	10
UVA-Wise	13	13	13	77%	79%	79%	10	10	10
James Madison	28	26	29	87%	77%	80%	25	20	23
Longwood College	13	13	13	62%	79%	74%	8	10	10
Mary Washington	10	12	11	88%	84%	82%	9	10	9
Norfolk State	12	11	10	79%	79%	76%	9	9	8
Radford	18	18	16	84%	94%	88%	15	17	14
Virginia Military	5	7	6	39%	40%	44%	2	3	3
Virginia State	11	9	8	76%	80%	88%	8	7	7
Senior Total	18	20	18	74%	72%	77%	13	14	14
VCCS	25	26	26	83%	79%	79%	21	20	21
Richard Bland	12	13	13	94%	84%	84%	11	11	11
ALL INSTITUTIONS	21	22	22	77%	74%	77%	16	16	17

\* Utilization data for 1998 include both Main and North Grounds at the University of Virginia. Class lab utilization at the Grounds is 17 average weekly room-use-hours, 11 average weekly station-use-hours and a percent of occupancy of

**Table 3**  
**CLASSROOM UTILIZATION**  
**1994, 1996 & 1998**

Community Colleges	Weekly Hours of Room Use			Percent of Occupancy			Weekly Hours of Station Use		
	1994	1996	1998	1994	1996	1998	1994	1996	1998
Blue Ridge	40	32	42	50%	52%	61%	20	17	26
Central Va.	36	35	27	63%	58%	58%	23	20	15
Dabney S. Lancaster	34	31	30	49%	43%	41%	17	13	12
Danville	35	32	30	64%	61%	62%	22	20	19
Eastern Shore	27	26	28	68%	56%	64%	18	15	18
Germanna	39	39	36	73%	74%	76%	28	28	27
J. Sargeant Reynolds	33	28	26	69%	65%	71%	23	18	19
John Tyler	27	29	29	79%	77%	75%	22	22	22
Lord Fairfax	43	31	44	73%	78%	81%	32	25	35
Mountain Empire	39	36	38	79%	60%	51%	31	22	19
New River	34	31	32	64%	61%	66%	22	19	21
Northern Virginia	38	45	42	73%	87%	71%	27	39	30
Patrick Henry	40	28	49	61%	53%	40%	25	15	20
Paul D. Camp	28	23	27	60%	62%	58%	17	14	16
Piedmont Virginia	38	43	39	77%	89%	74%	29	38	29
Rappahannock	21	14	15	60%	50%	51%	12	7	8
Southside Virginia	33	31	27	64%	70%	59%	21	22	16
Southwest Virginia	39	31	29	68%	61%	57%	27	19	17
Thomas Nelson	45	39	38	85%	82%	80%	38	32	30
Tidewater	37	26	29	60%	61%	61%	22	16	18
Virginia Highlands	32	28	36	59%	67%	54%	19	18	20
Virginia Western	34	31	27	96%	88%	87%	33	27	23
Wytheville	23	19	38	60%	61%	69%	14	12	26
Total VCCS	36	34	34	70%	74%	67%	25	25	23

**Table 4**  
**CLASS LABORATORY UTILIZATION**  
**1994, 1996 & 1998**

Community Colleges	Weekly Hours of Room Use			Percent of Occupancy			Weekly Hours of Station Use		
	1994	1996	1998	1994	1996	1998	1994	1996	1998
Blue Ridge	30	29	34	66%	60%	76%	20	17	26
Central Va.	21	21	24	96%	89%	80%	20	19	19
Dabney S. Lancaster	26	26	27	51%	50%	49%	13	13	13
Danville	22	22	24	75%	80%	81%	16	18	19
Eastern Shore	15	20	18	69%	63%	64%	11	13	12
Germanna	34	27	30	83%	83%	77%	28	23	23
J. Sargeant Reynolds	27	25	23	74%	80%	93%	20	20	22
John Tyler	23	23	22	122%	102%	99%	28	23	22
Lord Fairfax	22	32	38	87%	96%	123%	19	31	47
Mountain Empire	32	39	36	87%	98%	71%	28	39	25
New River	29	28	28	67%	70%	61%	19	20	17
Northern Virginia	24	21	23	97%	94%	89%	23	20	20
Patrick Henry	24	22	31	101%	66%	60%	24	14	18
Paul D. Camp	20	28	37	75%	65%	70%	15	18	26
Piedmont Virginia	25	29	26	75%	68%	77%	19	20	20
Rappahannock	14	12	18	88%	76%	59%	13	9	10
Southside Virginia	29	25	25	85%	81%	73%	24	21	18
Southwest Virginia	29	30	32	105%	91%	75%	31	27	24
Thomas Nelson	39	40	33	73%	72%	73%	29	29	24
Tidewater	26	25	23	66%	60%	78%	17	15	18
Virginia Highlands	24	26	30	60%	63%	64%	14	16	19
Virginia Western	33	35	37	104%	113%	107%	34	40	39
Wytheville	28	26	24	100%	91%	73%	28	24	17
Total VCCS	25	26	26	83%	79%	79%	21	20	21

**Table 5**  
**CLASSROOM UTILIZATION & PERFORMANCE MEASURE TARGETS**  
**FALL 1998**

Institution	Weekly Hours of Room Use			Percent of Occupancy			Weekly Hours of Station Use		
	Baseline Performance Measure	Actual 1998	Performance Measure Target 2000	Baseline Performance Measure	Actual 1998	Performance Measure Target 2000	Baseline Performance Measure	Actual 1998	Performance Measure Target 2000
George Mason	48	43	42	65%	60%	65%	31	26	27
Old Dominion	34	45	40	62%	66%	60%	21	30	24
University of Virginia *	29	32	35	52%	54%	59%	15	19	20
Virginia Commonwealth	47	40	47	59%	63%	60%	28	25	28
Virginia Tech	38	36	37	68%	77%	73%	26	27	27
William & Mary	28	30	28	60%	61%	61%	17	18	17
Christopher Newport	52	36	38	54%	63%	59%	28	22	23
UVA-Wise	30	26	21	63%	59%	50%	19	15	19
James Madison	36	40	40	75%	72%	60%	27	19	24
Longwood College	26	24	29	55%	62%	60%	14	15	17
Mary Washington	28	34	32	67%	66%	65%	19	23	21
Norfolk State	27	28	26	60%	58%	59%	16	16	15
Radford	42	36	39	69%	61%	58%	29	22	23
Virginia Military	13	13	20	56%	60%	60%	7	8	12
Virginia State	22	22	30	77%	75%	60%	17	16	18
Va. Comm. College Sys.	36	37	34	70%	67%	74%	25	23	25
Richard Bland	13	18	16	66%	67%	75%	9	12	12

**Table 6**  
**CLASS LAB UTILIZATION & PERFORMANCE MEASURE TARGETS**  
**Fall 1998**

Institution	Weekly Hours of Room Use			Percent of Occupancy			Weekly Hours of Station Use		
	Baseline Performance Measure	Actual 1998	Performance Measure Target 2000	Baseline Performance Measure	Actual 1998	Performance Measure Target 2000	Baseline Performance Measure	Actual 1998	Performance Measure Target 2000
George Mason	25	24	25	69%	67%	69%	17	16	17
Old Dominion	15	27	24	87%	87%	75%	13	24	18
University of Virginia *	14	16	20	59%	68%	54%	8	11	11
Virginia Commonwealth	28	27	26	70%	80%	75%	19	22	20
Virginia Tech	20	22	21	67%	70%	70%	13	16	15
William & Mary	17	19	19	92%	77%	77%	16	15	15
Christopher Newport	18	14	16	89%	72%	72%	16	10	11
UVA-Wise	13	13	13	77%	79%	79%	10	10	10
James Madison	20	29	24	77%	80%	75%	15	23	18
Longwood College	13	13	13	62%	74%	79%	8	10	10
Mary Washington	10	11	10	88%	82%	80%	9	9	9
Norfolk State	12	10	11	79%	76%	79%	9	8	9
Radford	18	16	18	84%	88%	94%	15	14	17
Virginia Military	5	6	6	39%	44%	40%	2	3	3
Virginia State	11	8	10	76%	88%	80%	8	7	8
Va. Comm. College Sys.	25	28	26	83%	79%	79%	21	21	20
Richard Bland	12	13	14	94%	84%	95%	11	11	13