



# Memorandum

**To:** ACADEMIC LEADERS TEAM & EXECUTIVE LEADERS TEAM  
**From:** SANDY MACFARLANE, LEADER - ACADEMIC OPERATIONS  
**Date:** 24/10/2011  
**Re:** FALL 2011 ROOM UTILIZATION STATISTICS

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The *Academic Operations* department has compiled a statistical review of the room usage required for the Fall 2011 term. Peak Areas of the Fall 2011 Room Utilization statistics are highlighted below along with Data Source and Background Information.

## Fall 2011 Peak Areas:

### Brealey Campus:

1. The Chemistry Lab (BR 635) is maximized at 100%, in addition to having classes scheduled Monday - Thursdays until 22h00.
  2. The Wellness Centre utilization is at 92% based on time allotted to Fleming by The Centre.
- \*\* All other Utilization statistics are highlighted within the Room Utilization Charts attached.*

When reviewing the Room Utilization statistics, it is important to note the identified data source and background information identified below:

### Data Source Information:

1. Statistics have been captured via EnCampus (TPHi) Timetabling software.
2. The College Scheduling Rules and Guidelines 2011-2012 form the basis for timetabling.
3. Data has been captured by room using a snapshot week as a basis with adjustments made to capture more accurate peak utilization for the entire semester.
4. Rooms illustrated have a usage period of September - December 2011.
5. Exclusions to this report include: Cobourg, Haliburton and McRae campuses, non-timetabled times students spend in specialized labs or open lab time, Self-Directed Learning, Part Time Studies, Academic Upgrading, High School Centres for Success, project work and one-off bookings managed by Facilities.

### Background Information:

1. *Spreadsheets for Brealey and Frost* captures data Monday to Friday 08h00 to 18h00 and Monday to Thursday 18h00 to 20h00. While the *Room Utilization Charts Fall 2011* present data solely from the 08h00 to 18h00 Monday to Friday window.
2. Standard delivery is deemed as Monday to Thursday from 08h00 to 20h00 and Fridays 08h00 to 18h00 excluding the common hour. A number of classes are scheduled into the twilight period (after 18h00).
3. When utilization exceeds 80%, it creates more challenges to schedule when incorporating restrictions placed on resources: a) physical resources; b) faculty/personnel resources; c) outside influences (off-site delivery); d) individual program needs; e) ghosted sections f) high school dual credit offerings (both on and off site deliveries). All restrictions have to be taken into account in order to schedule each delivery component of a course.

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To view the current and past Room Utilization Statistics and Charts please refer to the AO Website:  
<http://fleming0.flemingc.on.ca/apo/welcome.htm> and feel free to contact me should you have any questions.