



### **Instructional Facilities Utilization Standards and Process**

Instructional facilities are defined as classrooms, seminar rooms, instructional laboratories, computer laboratories, libraries and other spaces used principally for the purpose of delivering formal instruction to our students.

The issue of classroom and instructional facilities planning and utilization continues to be a contested discussion on our campus. HCHC administrative staff have observed that we have sufficient classrooms for our instructional workload. On the campus, following the principle that we will maximize utilization across the time in a weekday and across all class days, we are able to seat requested course sections in our available space.

To assure that all classes, study groups, directed studies, and labs have appropriate spacing, please refer to the following;

- Determine future utilization plans and facility needs based on changing enrollment assumptions utilizing these standards. Utilize these standards as well to monitor and evaluate actual vs. planned use over time
- Implement the following procedural elements to more effectively manage classroom utilization:
  - Evaluate the possibility of managing all classrooms as general assignment spaces to be scheduled by HCHC registrar and events coordinator rather than by individual units or suggest some other method that ensures maximal efficient use of instructional facility space
  - All lecture and discussion sections are to be held in general assignment classrooms and in standard time blocks unless an exception is granted
  - Registrar must approve classes being held in other than general assignment classrooms and in other than standard time blocks
  - Class time blocks may need periodic revisions
  - Class Lab /Clinic/Studio Space Utilization

- Class labs are assigned and scheduled by individual departments
- Justification for future existing or expanded teaching lab space is based on current utilization of class labs, as well as a projected curriculum plan for each department. If class labs are not fully utilized, they should be shared with other departments
- If chronic underutilization occurs, an evaluation should be conducted with a possible outcome that the spaces be reassigned to better serve campus space needs
- Establish an Instructional Facilities subcommittee that coordinates an annual process of review, recommendation and implementation of classroom supply, scheduling and physical attributes improvement