

This page provides examples for reporting data in the Facilities Data Area. The questions below are based on actual questions that have been posed by campus representatives to HEI staff.

### **Class or Lab Hours Reporting (These examples involve the CS and OR files)**

#### Question

A scheduled class meets from 1:00 p.m. to 3:00 p.m. During that time there are two rooms reserved--one classroom and one laboratory. The class begins at 1:00 p.m. in the classroom. After 15 or more minutes, the class moves to a lab. The class then returns to the classroom for the remainder of the time period. How is this scenario reported? Do I report this class entirely in the CS file? Should the lab be reported in the OR file?

#### Answer

If both rooms are scheduled for the class at the same time and the lab is used for the course every time the class meets, report both rooms in the CS file. Each record would have the same course identifier, course section, and time. However each record would have different room identifiers. If, however, the lab is reserved for the class, but may or may not be used, report the lab in the irregular hours field of the CS for only those hours which it was actually used. This means that campuses will need to have some communication mechanism in place that identifies when the lab is used.

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#### Question

A scheduled class meets from 1:00 pm to 3:00 pm. During that time there are two rooms reserved--one classroom and one laboratory. Half of the class meets in the classroom and the other half of the class is using the laboratory. After the first hour students switch rooms. Both rooms are in use from 1:00 pm until 3:00 p.m. How should I report this activity?

#### Answer

Two records should be reported in the scheduled portion of the CS file. Each record would have the same course identifier, course section, and time. However each record would have different room identifiers.

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### **Joint Scheduled Course**

#### Question

A campus has a course that a student can earn either bachelors' degree credit or masters' degree credit. The course identifier is the same for both the bachelors' level credit and for the masters' level credit. The course section identifier, however, is different. Both sections meet Mondays from 1:00 p.m. to 3:00 p.m. (it is a scheduled course). The students in the bachelors' level section and the masters' level section meet at the same time in the same room. How should I report this activity?

#### Answer

Two records should be reported in the scheduled portion of the CS file. Each record would have the same course identifier, room identifier and time. The course section would be different for each record. Each room minute combination is counted only once, and therefore the utilization calculation will not duplicate this activity.

Variation on previous example:

Question

A campus has a course that a student can earn either bachelors' degree credit or masters' degree credit. The course identifier is the same for both the bachelors' level credit and for the masters' level credit. The course section identifier, however, is different. The students in the bachelors' level section and the masters' level section meet at the same time in the same room. This is a flexibly scheduled course that meets 200 hours during the daytime. How should I report this activity?

Answer

The course should be reported in the CS file in the irregular hours fields. However, this is now a situation where there are two overlapping sections. If course is occurring at the same time in the same room the data reporter should report both sections but divide the hours between the two sections. Thus, one course and course section identifier would be reported with 100 daytime irregular hours and the other course and course section identifier would also be reported with 100 hours. (Otherwise the activity would be double counted and the room possibly scheduled over 100%).

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**Use of Space by Another Campus or Institution**

Question

A different institution offers classes at my institution. The course is not associated with my institution at all. How do I report this activity?

Answer

Report the hours in the Other Use of Instructional Rooms (OR) file. Use the new activity code OA (Other State-funded Higher Education Activity). The course should also be reported in the OR file if the course is offered by a different campus with the same institution.

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**Capturing OR Data**

Question

Can I just ask faculty if the rooms are used and take their word that it was used?

Answer

Data reporters need to be sure that they are reporting legitimate scheduled activity. Also, the rooms need to actually be used for the activity that is reported in the OR file. Unused rooms should not be counted as used for a utilization report. A central scheduling software is a good starting point for collecting this activity. However, we recognize that all campuses may not have access to such a tool. Other campuses have set up a reporting system where they ask for data from appropriate persons on their campuses. Ultimately, it is up to the campus' discretion to determine how to best collect the activity.

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## Open Lab Questions

### Question

Some of the labs of my campus are available and sit open in the afternoon. Students can go in and use them on a first come first serve basis. However, I cannot really track that activity and sometimes they are not used.

### Answer

This activity cannot be reported because it is not an actual for credit class, and therefore cannot be reported in the CS. And, it is not scheduled activity, and therefore cannot be reported in the OR. Regents recognizes that both classrooms and labs may be used throughout the day by students seeking a place to study, practice, or relax. It is for this reason that we do not expect 100% utilization in the classrooms or laboratories. The highest expected utilization for classrooms is 70% and for labs it is 50%. This allows ample time for the kind of activity described in this example.

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### Question

How do I report open lab activity?

### Answer

If a room is primarily an open laboratory, you cannot report open lab activity. The room should be reported with an area type of 220 and it is not used in the utilization calculation (note: if a laboratory is used 50% or more for open lab activity, it must be reported as an area type 220). If, however, a room is primarily a classroom laboratory (area type 210) then open laboratory activity can be reported in the Other Use of Instructional Rooms (OR) file.

Open lab activity can only be reported for room types 210, in the OR file. For example if scheduled degree credit instruction is occurring in a Class Lab (area type 210) over 70% of the time, but 20% of the time that same lab is open, the open portion can be reported in the OR file as Academic Activity. To report open laboratory activity, the lab must be scheduled for open lab time for a particular class (or classes). Reporters can report the amount of time per week that the lab is scheduled as open for a particular class. For example, a class lab (210) is scheduled for open lab activity for Chemistry 101 and Organic Chemistry 310 from 3-5 every weekday. In short, the lab is open for 10 hours a week for both classes. The lab meets for 10 weeks. The data reporter can report the 100 hours of lab activity (10 weeks times 10 hours) for that room.

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### Question

In the CS file irregular hours field we include self-paced labs/ independent study. We use the course identifier and course section identifier for the self-paced lab. However, we count the hours for the labs somewhat differently, every time there is an instructor in the lab we count the lab as in use. Is this correct, how should self-paced labs and independent study be reported?

### Answer

This activity can be reported in the CS file only if the area type is an Open Lab (220). Each class can then be reported in the Irregular Hours fields. If the room is NOT classified as an Open Lab (220), but as a Class Lab (210), see reporting requirements in the previous question above.

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### Miscellaneous Questions

#### Question

How should I report rooms that fall into various area type definitions depending on what the room is being used for?

#### Answer

Determine the majority use of the room. For example if you have a laboratory that is used 70% of the time for computer science courses but is open the other 30% of the time for independent study or self-paced courses. Report the lab as a Class Laboratory (210). If, on the other hand, the laboratory is used 55% for unscheduled activity and 45% for scheduled courses report the laboratory as an Open Laboratory (220).

Note: Please note a special case for laboratories. If the laboratory is used 50% or more of the time for unscheduled activity it should be reported as an Open Laboratory (220).

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### Facilities Subsidy Questions

#### Question

Do any of the facilities files impact subsidy?

#### Answer

Yes, the PS and AI files are use in the Aged Space Calculation. Aged Space is portion of the Capital Component subsidy that is distributed every two years. The CS and OR files do not impact subsidy. However, we use the CS and OR files to create the Utilization Summary report that is produced every two years.

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#### Question

Are the facilities files submitted through HEI used in the Plant Operation and Maintenance (POM) Inventory?

#### Answer

No. All data used to produce the POM Inventory was taken from the Uniform Information System (UIS) any updates (changes, deletions, or additions) are submitted via a survey form.