

## University of Missouri-St. Louis Room Utilization Strategy

### PURPOSE OF THE STRATEGY

The Room Utilization Strategy is intended to ensure optimal room utilization in Technology Enhanced Classrooms (TEC) and Learning Studios to certify adequate space utilization while decreasing impact to budget and ensuring student access. This strategy will allow us to anticipate current and future needs for classrooms while providing data-driven evidence to support campus needs. The predicted outcomes of this strategy are improved utilization of highly sought after classrooms, enhanced ability to provide units and departments the best available option, and increased student access to technology.

### STRATEGY OVERVIEW

This strategy applies to all courses offered at UMSL that require centrally scheduled TECs or Learning Studios. TECs are defined as having student stations for each student; Learning Studios are defined as having high configurability furniture with access to laptops. Classes using standard meeting patterns will be given priority over those using non-standard meeting patterns and will focus on seating capacity and maximum enrollment. Competing room requests will be treated with fairness in mind, placing an emphasis on trying to place both courses adequately. All courses will be placed to safeguard effective room utilization between room and enrollment capacity. Room requests based on health reasons will be given priority. While every effort will be made to fulfill room requests based on pedagogical reasons, not all requests will be guaranteed. Every attempt will be made to find a room suitable to the requestor's location on campus.

### PROCESS FOR REQUESTING SPACE

To increase room utilization on campus and provide adequate access to the needed space for our students, all requests for TEC or Learning Studios must be submitted in CourseLeaf Section Scheduler (CLSS). Justification must be provided in the Comments to Registrar box within the section requesting the space. Collecting this justification is an effort to ensure strategic assignment of these rooms and that the spaces are used as intended: for providing technological resources to students, providing cohesive configurations for group work or discussion, or both. Please note that requesting the space in CLSS does not guarantee approval, and all requests will be reviewed and assigned with focus on student necessity and efficient utilization.

### PROCESS FOR JUSTIFICATION

Justification as to why the type of room you are requesting is essential for the daily functions of the course is required when submitting the room request in CLSS. This will allow our office to effectively coordinate rooms to their instructional needs and the faculty's needs. The justification should indicate why it is pedagogically necessary to use a TEC or Learning Studio, and what the intent and requirements are for usage. Forms will be processed as they are submitted.

### ROOMS INCLUDED:

**TEC:** ABH 003, ABH 108, ESH 003, ESH 005, ESH 106, ESH 107, SSB 102, SSB 134, Benton 231

**Learning Studio:** ESH 103, ESH 104, SSB 449, Clark 400, Benton 430, SCCB 103, Villa

155