

**Ch3-s1-01****Use of Space and General Scheduling Practice**

Responsible Authority:	Senior Director, Computer Services
Approval Authority:	Strategic Leadership Team
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**PURPOSE**

The following operating practice outlines the principles/procedures to be followed in order to ensure the effective, equitable, and efficient allocation as well as use of space at the College.

**SCOPE**

This policy is effective for the entire College community, including staff, faculty, students, as well as individuals/groups external to the College.

**POLICY**

All members of the college community must recognize that all space is College space. Although some space may be allocated to departments, academic schools, and specific users, all space is owned by Confederation College. Therefore, the College has the right to review, reclaim, and reallocate space to meet changing needs or priorities. With this ownership, the College has a responsibility to keep this space in good order and to provide the appropriate amount and type of space to approved College activities. Within the consideration that all space is College space, the College must endeavor to ensure that all space planning/use considers the current as well as future needs of the College's academic needs. Specifically, the teaching and learning spaces required by the College must always take priority in space planning/use.

## PROCEDURE

### Action

### Responsibility

#### 1 Administration

1.1 The College Space Committee (CSC) shall have the specific responsibility of developing space plans, standards, allocation procedures, and policies for governing all College space. The CSC reviews and makes recommendations for new or changed space requests/requirements from the College community. Recommendations are made to the Strategic Leadership Team (SLT) for decision.

College Space  
Committee

The CSC will meet on a regular required basis, and ensure that all space efficiency is maximized, equity exists among College constituents, and that the space allocation needs of the College, are being met.

The Committee is also responsible for room audits, audit reports and space utilization reports on academic timetabling.

The College Space Committee's Terms of Reference may be found at:

[http://www.confederationcollege.ca/sites/default/files/legacy/space\\_committee\\_terms\\_of\\_reference\\_dec\\_10\\_2014.pdf](http://www.confederationcollege.ca/sites/default/files/legacy/space_committee_terms_of_reference_dec_10_2014.pdf)

1.2 The Strategic Leadership Team (SLT) shall make decisions for the allocation of all space within the College and shall approve all new space development including additions and major building modifications.

Strategic  
Leadership  
Team

1.3 As a sub-committee of the College Space Committee, the Scheduling Committee plans, creates policies for, and implements procedures for the effective scheduling of A) instructional space for academic timetabling, and B) room space for other ad-hoc or non-academic events (i.e. meetings, special events) for both the College as well as the community.

Scheduling  
Sub-  
Committee

1.4 The Facilities Services Department shall:

- ensure that all College space, including offices, public/common areas, academic classrooms, labs, conference rooms and other general use space is adequately furnished, cleaned and maintained. Where applicable, COFSI standards are the minimally accepted levels of service.
- monitor all environmental and physical conditions within the College.
- maintain a space inventory database (COFSI based), architectural drawings, facility condition assessments, and a work order system

Facilities  
Services

- to ensure facilities are at College standards.
- maintain the inventory of faculty offices and assignments to personnel.

1.5 The College's Scheduling Office is responsible for:

Scheduling  
Office

- coordinating the development, creation, publication, and on-going maintenance of the College's academic timetables.
- general space/room bookings (i.e. meetings, events, workshops, special training, student use) for all College and external/community users.
- assisting the College's Space Committee through the provision of space/room utilization reports.

1.6 The Academic Schools that have/use specialized labs within their programs will ensure that these facilities are adequately equipped, furnished, and that the equipment is properly maintained.

Academic  
Schools

## 2 Process

### 2.1 Space Allocation

The College Space Committee shall act as an advisory committee to the SLT Committee through the Chair of the CSC, and recommend all space allocation for all college buildings and any requirements for space changes.

In the Regional Campuses, the Campus Director/Manager shall be responsible for all space allocations and space changes subject to the approval of the Vice President, Academic Services and the SLT Committee.

### 2.2 New and/or Changed Space Requests

All new space or space change requests must be submitted, using the Space Requests Form (see Appendix 1), to the Chair of the College Space Committee. The Chair, upon receiving the request will make any clarifications, and review it with the CSC. The CSC will examine the request, look at various options for accommodating the request, including the cost, time required to effect change and impact on scheduling. The CSC shall then make its recommendations, review with the Divisional Head from whom the request originated, then present to the SLT.

### 2.3 Major Building Projects

For major projects, i.e. new building, additions, and major modifications, the College's Senior Team will, as required, appoint a special committee of College staff/external consultants and a project manager to oversee the building/renovation project work. The special committee/project manager will communicate with appropriate College stakeholders,

including the VP College Services, the Director of Facilities Services, and the Chair of the College Space Committee on the progress of the project.

#### 2.4 Scheduling – Academic Timetabling

The College's Academic Timetabling Practice is outlined in the College Academic Policies in section 5-4-05 and can be found at:

[http://www.confederationcollege.ca/sites/default/files/legacy/5-4-05\\_academic\\_timetabling\\_practices.pdf](http://www.confederationcollege.ca/sites/default/files/legacy/5-4-05_academic_timetabling_practices.pdf)

#### 2.5 Scheduling – Non-Academic Timetabling (General Space Scheduling)

College space - including classrooms, lecture rooms, labs, shops, meeting/conference rooms, common areas/lobbies, the cafeteria, as well as College external grounds – may, when not being used for academic delivery, also be booked by College staff/students for other College business or events. External/community users may also book College facilities provided that the function does not interfere with academic courses or other College operations.

#### 2.6 Space Utilization Reports

The Scheduling Office will compile an annual report on space utilization to be provided to the College Space Committee. This report will identify all available teaching space for all College facilities, with summary space utilization data for this space. The report specifically will break College space down into two main categories – classroom space and lab/shop space. The report will provide for both space categories, average room utilization broken down by weekdays as well as weeknights. A separate report for each semester (Fall, Winter, and Summer) will be generated.

#### 2.7 Space Utilization Definitions and Targets

Teaching space is available for daytime classes Monday to Friday from 8:30 AM to 6:30 PM (a total of 50 hours per week) and for evening classes Monday to Friday from 6:30 PM to 10:30 PM (a total of 20 hours per week).

**Classrooms:** a 75 percent utilization rate or 37.5 scheduling hours per week for day-time hours shall be considered an efficient use of classroom space. This still allows significant scheduling flexibility and sufficient timetabling vacancies for occasional, general space, bookings.

**Laboratories/Computer Labs/Workshop:** For most College general laboratory/computer lab/workshop space a 60 percent utilization rate or 30 scheduling hours per week for day-time hours shall be considered an efficient use of space.

Seat Utilization: Generally, the College should aim to attain/maintain an 80% seat utilization of the room capacity for all scheduled classrooms and laboratories/workshops.

### **SUPPORTING DOCUMENTATION**

Forms that are generated by the procedure should be listed and included as an appendix.

Appendix 1      Space Request Form

### **RELATED POLICIES**

Ch5-s4-05      Academic Timbetabling Practices

Ch3-s1-03      General Space Scheduling – under revision

### **RELATED MATERIALS**

n/a

## Ch3-s1-01: APPENDIX 1

### SPACE REQUEST FORM

Confederation College Space Committee  
Terms of Reference

Dec 10, 2014

Appendix B – Space Request Form

#### 1. Requester:

\_\_\_\_\_  
Department                      Name                      Telephone #

#### 2. Project Description: attach a brief description of Move / Space Request.

3. **Guiding Principles** : All requests for new space or expansion of existing space will be reviewed by the Space Committee. Attach a detailed description of your space request describing how your request meets the following Guiding Principles for Space Allocation Decisions along with any support documentation:

- a) Decisions will support learning spaces that maintain the delivery of quality education and meet learning and teaching needs.  
*- Indicate whether this is being driven by a new program, inadequate space to provide current program, and/or other reasons.*
  
- b) Decisions will support student centred services and ease of access for customers.  
*- Indicate any location(s) you want considered in filling this space request*  
*- Indicate other departments, organizations, programs or functions which should be in proximity to the requested space and why.*
  
- c) Decisions will support the flexible, efficient and cost-effective utilization of space.  
*- Provide assurance that all avenues to solve this space requirement within existing space have been explored. For example, has the department considered maximizing under utilized space to solve this need?*
  
- d) Shared, multi-purpose spaces will be highly valued.  
*- What possibilities for shared space have been explored?*
  
- e) Space will be distributed equitably according to clear, acceptable standards for all college buildings and departments, including the region.
  
- f) Space reallocation will promote logical clusters and relationships between activities for students and staff.

Confederation College Space Committee  
Terms of Reference

Dec 10, 2014

- g) Decisions will be taken with a long-range view, in accordance with the college strategic plan.
- h) Decisions will value minimal impacts on costs (e.g. renovations) while maximizing benefits (e.g. service, revenues).
  - *Provide a description of any special plumbing, mechanical, electrical or structural requirements.*
  - *Is there a business plan required to justify costs?*
  - *Are there other sources of funding available?*
- i) Decisions will be taken through an inclusionary process by the committee, options and scenarios will be vetted before final recommendations.
- j) The best overall decisions will be taken on the basis of data collected around the above guiding principles rather than current locations of programs and services.

4. Endorsed by:

\_\_\_\_\_  
Signature of Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vice President

\_\_\_\_\_  
Date

5. **Facilities Services Comments:** Requests for space that will require renovations or alterations should be reviewed by Facilities Services.