



# Use of Central Scheduling Tools

Approved by the Space Use Advisory Committee; 3/26/14

## INTENT

To use centrally supported tools to enhance operational efficiencies and data collection, and gain further understanding of room utilization. This policy addresses the tool by which a room is scheduled. It is not the intent of this policy to change other parameters related to scheduling workflows, especially in terms of unit roles or approvals of room use.

## GIVEN:

- Policy 2.7, Reporting the Use of Facilities, defines room types by name and by room type code. The room types follow from the Postsecondary Education Facilities Inventory and Classification Manual (FICM) (May 2006) and are consistent across higher education in the United States.
- Policy 2.7 assigns the responsibility for an accurate physical space inventory to the units occupying the space.
- The physical space inventory is recorded in the *Facilities Inventory System* (FIS) maintained by Facilities Services.
- The University provides and maintains central scheduling tools:
  - *Resource25*<sup>®</sup> (R25<sup>®</sup>) for classes and events
    - Rooms for *classes* are scheduled either directly in R25<sup>®</sup> or via the bulk scheduling algorithm, *S25*<sup>®</sup>, within R25<sup>®</sup>.
    - Rooms for *events* are scheduled directly in R25<sup>®</sup>.
  - Microsoft<sup>®</sup> Outlook for meetings
- The FIS contains the data of record for general room characteristics, including room type, room size, and room function. R25<sup>®</sup> contains the data of record for room characteristics specific to event scheduling (such as presence of technology, type of seating, etc.) as well as characteristics of classes and events (such as start and end times) that inform room utilization analyses.

## THEN:

A room will be scheduled in *Resource25*<sup>®</sup> (R25<sup>®</sup>) if it meets the Policy 2.7 definition for:

- Classroom facilities (room type codes in the 100 series)
- Instructional laboratories (room type codes 201-249)

- Demonstration (room type code 550)
- Assembly (room type code 610)
- Meeting room<sup>1</sup> (room type code 680)

These room types are collectively identified as instructional and event spaces.

There should be an exact correspondence between the list of instructional and event spaces in the FIS and in R25<sup>®</sup>.

The inclusion of a room in R25<sup>®</sup> does not mean that every system user can reserve or view the room. The Office of the University Registrar is responsible for setting up security in R25<sup>®</sup>. Only a limited number of schedulers have read and write access to the system.

The inclusion of a room in R25<sup>®</sup> does mean that data about the room use becomes available for operational and institutional reporting.

Conference rooms (room type code 350), defined as those rooms serving an office complex and used primarily for staff meetings and unit activities that are not directly related to instruction, are not required to be scheduled in R25<sup>®</sup>. Conference rooms should be scheduled in Microsoft<sup>®</sup> Outlook, the University's calendaring tool.

Units may choose to schedule rooms other than instructional and event spaces and conference rooms with R25<sup>®</sup>, Outlook, or by other means suitable to the unit.

## RESPONSIBILITIES

Units are responsible for recording an accurate and complete room inventory, in accordance with Policy 2.7.

The Office of the University Registrar is responsible for establishing and maintaining R25<sup>®</sup> security. Units are responsible for defining users and user roles.

The University Registrar is responsible for developing and maintaining procedures to monitor compliance with this policy and to allow a unit to petition for an exception.

The Vice Provost for Undergraduate Education is responsible for interpretation and enforcement of this policy.

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<sup>1</sup> Meeting rooms are often confused with conference rooms. Although a meeting room may be assigned to a specific organizational unit, it is more available and open to various groups and generally functions in more configurations than a conference room. Meeting rooms are also used more frequently for events with both invited and public attendees. More often than not, the events held in conference rooms include known lists of invitees. Meeting rooms may be configured like classrooms (i.e., with participant focus to the front of the room), and may be equipped with a variety of furniture types. Department seminars are often held in meeting rooms.

## GLOSSARY

**Class:** A class is an instance of a course offered for a specific period of time by specific instructors. Classes are listed in the Course and Room Roster. A class is a subtype of an Event.

**Event:** An activity that occurs within a specific date and time range. An event may be an academic class, a non-academic campus event, or a community-sponsored event. Events attendees may include specific known individuals as well as the general public.

**Facilities Inventory System (FIS):** Web-based data management tool used to college, manage and report physical space inventory and building characteristic inventory data in accordance with Policy 2.7. The Facilities Information Group in Facilities Services manages the FIS.

**Meeting:** A gathering of people at a specific date and time for some purpose. Meetings are characterized by required specific attendees. A meeting is a subtype of an Event.

**R25\* (Resource25\*):** A scheduling system that facilitates and manages the scheduling of classes and events, allowing authorized users to search for and request or book times, venues and resources. R25\* is a part of the CollegeNet Series25 Scheduling and Space Management products.

**S25\* (Schedule25\*):** A room scheduling optimizer that evaluates room inventory and class roster and determines optimal matching, according to the room attributes, constraints, and preferences. Schedule25\* is a part of the CollegeNet Series25 Scheduling and Space Management products.

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