Use of Central Scheduling Tools

Approved by the Space Use Advisory Committee; 3/26/14 Proposed Revisions 1/18/18

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:
  - 25Live® for classes and events
    - Rooms for classes are scheduled either directly in 25Live® or via the bulk scheduling algorithm, S25®, within 25Live®.
    - Rooms for events are scheduled directly in 25Live®.
  - Microsoft® Outlook for meetings
- The FIS contains the data of record for general room characteristics, including room type, room size, and room function. 25Live® 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 25Live® if it exists on the main campus in Ithaca and meets the Policy 2.7 definition for:

*Commented [MC1]: Data residency still under discussion*

*The Main Campus is defined as Precinct 29 in the Facilities Inventory System*
• Classroom facilities (room type code 110 in the 100 series)
• Instructional laboratories (room type codes 210, 212, 220 201-249)
• Demonstration (room type code 550)
• Assembly (room type code 610)
• Meeting room (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 25Live.
The inclusion of a room in 25Live 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 25Live. Only a limited number of schedulers have read and write access to the system.

The inclusion of a room in 25Live 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 25Live. Conference rooms are typically scheduled in Microsoft Outlook, the University’s calendaring tool. They can be scheduled through 25Live if that is the stewarding unit’s preference.

Units may choose to schedule rooms other than instructional and event spaces and conference rooms with 25Live, 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 25Live 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 that administers the Office of the University Registrar is responsible for scheduling. 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.

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for interpretation and enforcement of this policy as well as authorization of exceptions.

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.

25Live: 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. 25Live 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.

CONTACT

Cassie Dembosky
University Registrar
B7 Day Hall
Cornell University
Ithaca, NY 14853
607-255-4232
univreg@cornell.edu