Process

- Use a 3 phase process to define space needs and study alternatives to improve utilization

  Phase 1  Data Collection/Validation
  a) Current Space Use
  b) Enrollment Data
  c) Focus Groups

  Phase 2  Projections & Analysis
  a) Identify Scenarios
  b) Review Findings

  Phase 3  Prepare the Strategy
  a) Translate Projections into “Building Blocks”
Phase 1
Data Collection/Validation

a) **Current Space Use**
- Link the facilities inventory to the existing floor plans
- Create exploded views of each building that illustrate where departments are located
- Identify any vacant/under-utilized spaces
- Tour the buildings to discover any discrepancies between the inventory and the actual conditions
Phase 1
Data Collection/Validation

b) Enrollment Data

- Collect historical data and determine trends by college and departments
- This data includes
  - Ethnicity
  - Age
  - Demographics
  - Majors
  - Etc...
Phase 1
Data Collection/Validation

c) Focus Groups

- Meet with representatives from each department to collect the following information:
  - Problems with the existing space
    - Classrooms and laboratories
    - Faculty offices
    - Administrative spaces
    - Other
  - Probable changes to the current academic program
  - Additional spaces required to house existing or projected programs
  - How do we fix the problems?
Phase 2
Projections & Analysis

a) Identify Scenarios

- Model different enrollment scenarios
- Compare classroom and department metrics with other peer institutions
b) Review Findings

- Model the current utilization patterns of each room
- Agree on future demand for space
  - By department
  - By type
Phase 3
Prepare the Strategy

a) Translate Projections into “Building Blocks”
Time Line

- **December- January**
  - Collect enrollment data via email and phone
- **January**
  - Interview with Academic Deans and Department Heads (30-45 minutes per college)
  - Interview with Administrative personnel (30-45 minutes per group)
  - Follow-up Interview with Enrollment personnel (1 hr.)
  - Campus walk-thru (1 day)
- **February**
  - Enrollment Findings and Scenario meeting (1 hr.)
- **March**
  - Space Projection Meeting (1 hr.)