

**California
Postsecondary Education Commission**

Update on Space Utilization Policies, 2004 - Summary

- Is an update to California's 1990 study, *A Capacity for Learning*, which included the MGT of America, Inc. national survey of space standards.
- Includes a 2003 survey of space standards in California community colleges and universities done by MGT of America, Inc.
- Covers instructional space only; classified staff and operations space not included.
- California Community Colleges current space guidelines:
 - Classrooms to be used 42 hours/week at 71.4% station occupancy rate
 - Teaching labs to be used 27 hours/week at 80% seat occupancy rate
- Oregon upper division and graduate institution space guidelines:
 - Classrooms to be used 33 hours/week at 60% station occupancy rate
 - Teaching labs to be used 16 hours/week at 75% seat occupancy rate

Recommendations:

- Adopt standards from the 1990 study, as follows:
- Community college classrooms:
 - .55 assignable square feet / weekly student contact hour (ASF/WSCH)
 - Station size: 15 ASF
 - Classrooms should be used 30 hours/week at 66% occupancy rate
- Community college teaching labs:
 - 1.528 assignable square feet / weekly student contact hour (ASF/WSCH)
 - Station size: (ASF is broken down by discipline. Ranges from 35 to 185 ASF.)
 - Classrooms should be used 27 hours/week at 80% occupancy rate
- Community college faculty offices:
 - 150 ASF per faculty FTE
 - Provide single-occupancy offices for fulltime faculty.

**Nevada –
University and Community College System**

Space Reporting Guidelines, 2002 - Summary

- Daytime hours are 8 am-5 pm. Evening hours are 5-10 pm.
- Community college space standards are the same as 4-year schools unless otherwise noted. The standards to be used are the University and Community College System of Nevada Space Standards and Procedures, 1999.
- Space utilization data to be reported include regularly-scheduled credit classes in 110 classrooms and 210 labs.
- Enrollments used in calculations of space are as of October 15 for community colleges.
- Guidelines include Definition of Terms: 110 Classroom, 210 Lab, Class, Class Hour, and Student Station.
- Guidelines include formulas for calculating Target Utilization Rates, Actual Utilization Rates, and Percent of Adopted Standard.
- Target utilization rates:
 - Classroom minimum utilization rate: 67%
 - Classrooms to be used 30 hours/week at 60% seat occupancy rate
 - Lab minimum utilization rate: 44%
 - Labs to be used 20 hours/week at 80% occupancy rate