TO: Distribution
FROM: Steve Fitzgerald, Director of Classroom Management
SUBJECT: Classroom Utilization Report for Academic Year 2000 - 2001

The Office of Classroom Management (OCM) was established prior to the Fall 1999 semester as the single point of contact and primary point of responsibility for all issues relating to Twin Cities general purpose classrooms. Managing the classroom inventory is one of these responsibilities.

In the past, the University has not routinely tracked and reported classroom utilization in a systematic fashion. One of OCM’s objectives is to systematically document and analyze central classroom usage data, and to report this information to the University community. This utilization data is of value in examining all aspects of this critical teaching and learning resource. It is of value in examining our business practices for classrooms, including scheduling, assignment policies and procedures.

The first OCM utilization report, covering the Fall 99 and Spring 00 semesters was published in June, 2000. This report covers Fall 00 and Spring 01 semesters, and includes greater detail regarding seat occupancy in classrooms, as well as greater accuracy than the previous effort. It also provides data to colleges and departments that may be of value in refining their projected enrollment input to the scheduling system.

This report is being issued in conjunction with the “Twin Cities Classroom Supply, Demand and Utilization Issues” report that provides extensive information about the Fall 2000 semester as well as documentation regarding courses that deviate from the Senate prescribed standard teaching hour scheme.

I wish to thank and to acknowledge the tremendous work and dedication of those who produced this report, especially Nancy Peterson, Manager of the OCM Scheduling Unit, Bob Quinney of the Scheduling Unit and Bonnie Amundson of Classroom Planning.

Classroom Management seeks your feedback on this report. Please email your comments to classroom@tc.umn.edu. For report questions, please contact the OCM Scheduling Unit Manager, Nancy Peterson at 625-6089 or email at n-pete@umn.edu.