

## How to get schedule information from SMIS for utilization calculations.

From the DataExpress main menu:

### Step 1

- Run DX IS0000S1 from ../../PLIB/INFORM
- This DX will require the following database username/password:
  - SMIS
- When prompted, enter the desired YRQ for which you wish to extract data.
  - Use B672 for Fall 2016 – this is the basis for the 2019-21 major project selection
  - Other YRQ are listed here - <http://www.sbctc.edu/resources/documents/colleges-staff/it-support/fms/yearQuarterCodes.pdf>
- DOWNLOAD/SAVE/APPEND file (D/s/a)? choose “s”
- ENTER CISAM KEY SELECTION: enter “1” for COL-YRQ-ITM-KEY
- NAME FOR GENERATED FILE: enter “ROOMUSE”
- PURGE EXISTING FILE (N/y)? enter “y” (Note: You may not get this prompt the first time the procedure is run)
- REUSE EXTRACT FILE (N/y)? enter “N”
- REPEAT PROCEDURE RUN (N/y)? enter “N”

### Step 2

- Run DX IS0000R2 from ../../PLIB/INFORM.
  - For this first time run, just press return at the output file options screen. Later you can choose Excel, etc. Important that you see field titles on the screen.
- This DX will require the database username and password for the following. If you do not know what this is, see your college security administrator.
  - TBL2
  - INVEN
  - TBL3
  - SMIS
- When prompted for COL-YRQ-KEY value, enter the college number followed by the desired YRQ (same YRQ as step 1). Example: 190B672 for Columbia Basin Fall 2016
- The procedure also prompts for YI-ITM in case you want to run this for just one class. Return if you want all.
- LIST REPORT ON PRINTER (N/y)? enter “N”

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Notes about the data in the Excel output from the DX IS0000S1/R2 routine:

The ENR-CNT value is derived by looking at SMIS.MIS-STU-CLASS-D (students in a class) and placing a 1.0 count value on each record. This provides the “butts in a seat” count we need for utilization. As part of the process of getting the data ready to go into the utilization calculation workbook, we sum the ENR-CNT for each cluster/course. This gets us all the students in a room at a given time.

There is both a class (CAP) and room capacity (CAPACITY) but they are only to help inform us of the room capacity used in the utilization calculation. The room capacity used for utilization is the capacity of the space for instruction as reported by the college. The room capacity should be based on the physical limitations of the facility and the method of instruction.

The utilization methodology adopted by our system is here -

<https://www.sbctc.edu/resources/documents/colleges-staff/programs-services/capital-budget/2019-21-planning-files/wactc-utilization-guidance.pdf>

There is additional guidance in Appendix C of the 2019-21 major project scoring criteria here -

<https://www.sbctc.edu/resources/documents/colleges-staff/programs-services/capital-budget/2019-21-planning-files/major-project-selection-criteria.pdf>