

Utilization Calculation Methodology

BAC Capital recommended May 22, 2015. WACTC Capital adopted May 28, 2015.

The following method is recommended for calculating facility utilization for scoring of new major project proposals for the 2017-19 biennium. This method may not be appropriate for other utilization reporting needs.

Workstation utilization in hours per week equals the number of contact hours divided by the room capacity.

Utilization is reported for every individual classroom and lab space on a campus. Utilization is also reported in aggregate by room use code by campus.

Contact hours are the sum of the classroom contact hours of for-credit courses during the 45 data capture hours of the first five instructional days starting with the 10th instructional day after the fall quarter begins. These are the hours students are expected to attend instructor led classes and labs as indicated on the class schedule.

The 45 data capture hours are defined by the college to report their peak facility usage. Colleges may elect to use any combination of 45 data capture hours during the week.

If a class starts before, or ends after a capture hour, then the start and end times for the class are limited to the time included in the capture hours. For example, if the college chooses to use 8:00 AM to 8:30 AM Monday through Friday as part of their 45 data capture hours and a class with 10 students meets five times a week for 60 minutes starting at 7:30 AM, this class would contribute 25 student contact hours toward the calculation of utilization (10 student x 30 contact minutes ÷ 60 minutes/hour x 5 meetings).

If a college elects to use blocks of contiguous hours each day for data capture, then they may include a 10 minute pad between classes to account for the time it takes to empty and fill a room. For example, if the college chooses to use 8:00AM to 5:00 PM Monday through Friday as their 45 data capture hours and a class with 10 students meets five times a week for 60 minutes starting at 7:30 AM, this class would contribute 33.33 student contact hours toward the calculation of utilization (10 student x 40 contact minutes ÷ 60 minutes/hour x 5 meetings).

Room capacity 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.

References:

Per [FAE Facility Coding Manual](#), classrooms have 110, 120, and 130. Scheduled labs have 210 and 260 room use codes.

A contact hour is defined in [Appendix B of Chapter 4](#) I the State Board policy manual.

The 10th instructional day is the enrollment census date per State Board [policy 5.40.00](#).

Instructional days are defined in State Board policy 5.40.50.