





Annual Planning with Ad Astra

Presenter: Alex Bright & Connor Ronan, Client Experience Manager Team

Moderator: Chris Triplett, Strategic Solutions Consultant

Webinar Reminders

- Participants will be automatically muted
- 10-15 minutes will be allocated for answering questions following the presentation
- Please submit questions through the Q & A panel within the webinar

Agenda

- Academic Review and Planning
- Event Review and Planning
- Related Reports (throughout the presentation)

Annual Academic Review

- Review your current room inventory
 - Are any of your rooms going through renovations?
 - Have any additional rooms or buildings been brought online?
- Are your scheduling preference rules still accurate?
 - Have any new courses been introduced that require a certain room type or features?
 - Are your courses and instructors still relevant?
- Room Inventory Report with Room Type, Features and Regions
- Scheduling Preferences - Section
- Scheduling Preferences for Selected Preference Set

Academic Planning

- Define your academic scheduling mission and timeline of room assignments
- Set measurable, strategic goals that align with your KPIs
- What does success look like to you? To your college?
 - Certain seat-fill percentage
 - More energy efficiency
 - Higher room utilization
- Explore leveraging Departments in Astra Schedule
- Share on your Astra Schedule homepage and integrate it into your scheduling policy
- Meeting Patterns in Use
- Utilization Reports
 - Seat-fill by Building and Room
 - Seat-fill by Regions
- Department Reports

Main Report

✓ Apply | ✕ Delete

Enter Start Date: 8/21/2017

Enter End Date: 12/15/2017

Enter Term Length (in Weeks): 16

Enter Days in Standard Week: Monday, Tuesday, Wednesday, Thursday, Friday

Enter Standard Week Start Time: 42 - 7:00 AM

Enter Standard End: 131 - 10:00 PM

Enter Hours in Standard Week: 75

Select Roomtype(s): Classroom



Space Utilization

Average Weekly Utilization for Sections Only by Building and Room

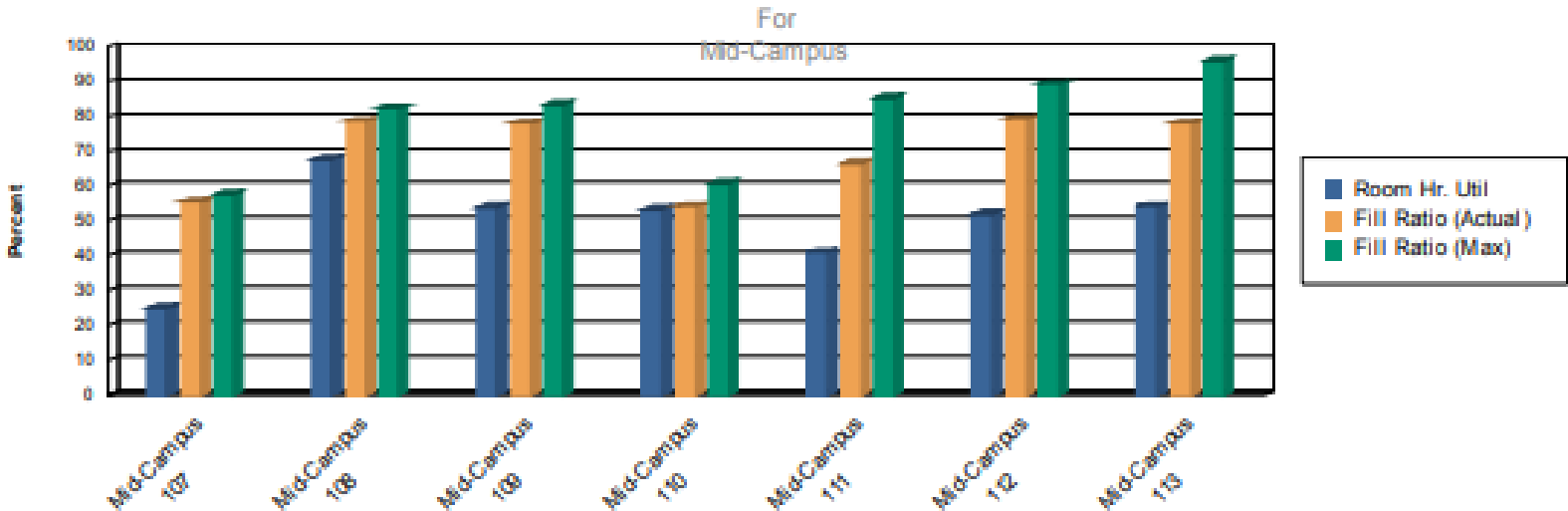
6/25/2019
8:03 am

Term weeks: 16.00 Hours in Standard week: Dates: 8/21/2017 - 12/15/2017
Standard Week: Monday, Tuesday, Wednesday, Thursday, Friday - 7:00 AM to 10:00 PM

Building - Room	Roomtype	Room Hrs.	Room Hr. Util.	Room Capacity	Enrollment/ Max Enrollment	Fill Ratio Actual	Fill Ratio Max Enroll.
Main - Main							
Adams Hall							
104	Classroom	36.00	48.00%	53.00	32.22 / 40.35	60.78%	76.13%
106	Classroom	49.25	65.67%	60.00	53.53 / 58.12	89.22%	96.87%
107	Classroom	38.31	51.08%	53.00	42.22 / 53.75	79.67%	101.42%
110	Classroom	51.50	68.67%	34.00	32.90 / 39.29	96.78%	115.57%
111	Classroom	49.81	66.42%	34.00	25.49 / 29.33	74.97%	86.28%
112	Classroom	52.69	70.25%	22.00	19.67 / 20.40	89.39%	92.74%

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Building - Room	Roomtype	Room Hrs.	Room Hr. Util.	Room Capacity	Enrollment/ Max Enrollment	Fill Ratio Actual	Fill Ratio Max Enroll.
111	Classroom	30.75	41.00%	24.00	15.94 / 20.47	66.41%	85.28%
112	Classroom	39.00	52.00%	24.00	19.00 / 21.41	79.17%	89.22%
113	Classroom	40.75	54.33%	24.00	18.74 / 22.99	78.09%	95.81%
Mid-Campus	7 room(s)	260.41	49.60%	28.78	19.85 / 22.17	68.95%	77.04%



Annual Event Review

- Review event types
 - Events for Selected Event Type
 - Are there a small amount of events tied to a certain event type?
 - Are your event types too generic?
 - Would another level of granularity with event meeting types benefit your reporting?
- Review your event request forms
 - Identify areas for improvement
 - Hyperlink or integrate your room reservation policy
- Review calendar filters related to events

Event Planning

- Review your room reservation policy and expectations
 - If you don't have one, then develop one!
- Create an event scheduling checklist for your requestors to help them plan their event
- Build help documentation with answers to FAQs you may receive
- Add Room Images
 - Leverage a student worker or student in a photography class to photograph your event spaces on-campus

Q & A

- If you haven't already submitted a question, please feel free to use the Q & A box.
- We will do our best to answer all questions posed, but know that you can always reach out to your Account Executive and Client Experience Manager if you have further questions.

Upcoming Webinars

Annual Planning with Marymount Manhattan

July 30, 2019

Richard Sheldon, Associate Vice President for Academic Administration at Marymount Manhattan College, will walk through the practices at his institution around annual planning with the lens of using Schedule and Platinum Analytics reporting to assist in guiding the development process.

Webinar Highlights

- Provide an overview of Marymount Manhattan and the practices in place at the institution
- Dive into best practices around reporting and use of the data to drive decision making

Using Analytics on Your Campus

August 26, 2019

Sacramento State University strategic scheduling team members, along with Ad Astra Consultant Patrick Cain, will discuss how you can effectively use academics on your campus to influence key decisions and improve efficiency and ROI around course scheduling.

Engagement Opportunities

Ad Astra team members are coming to a city near you! To find out which conferences/events we will be attending/hosting, you can check our website at <https://www.aais.com/conferences>

Save the Date & Register for Aspire 2019! Early Bird Deadline is June 30!

October 13-16 in Kansas City, MO

<https://www.aspireconference.com/>

