



# Reports – Mountain Summit 2019

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Manager

# Agenda

- Available Rooms Reports
- Advanced Report Descriptions
- Key Strategies for Improving Classroom Utilization
- Crystal Report modifications - what should I do?

# Available Rooms Report



### Available Rooms

Last Run Date: 6/13/19

For Selected Building

**Term:** Spring Semester 2019 (1/27/2019 - 5/11/2019)

**Term Weeks:** 15

**Seat Range Included:** 0 - 50

**Room Type(s):** Classroom

On-Grid Meeting Patterns	Available Rooms	Used Rooms	Total Rooms
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**Campus: Main**

<b>MW 9:30-11:20A</b>	<b>1</b>	<b>22</b>	<b>23</b>
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<u>Room Name</u>	<u>Room Type</u>	<u>Seats</u>
Adams Hall 119	Classroom	25

*\*To start the process of using this report, please submit a case to Ad Astra software support*

# Advanced Report Descriptions

These reports include:

[Bottlenecks by Room Type and Time of Day Report Key](#)  
[Course Capacity Deviation for Selected Term](#)  
[Course Enrollment Deviation for Selected Term](#)  
[Course Enrollment Ratio Analysis for Selected Term](#)  
[Course Summary \(Addition\\_Reduction\) Report Key](#)  
[Low Enrollment Course Analysis for Selected Term](#)  
[Low Enrollment Ratio Sections by Subject for Selected Term Report Key](#)  
[Low Enrollment Sections by Subject for Selected Term Report Key](#)  
[Percent of Rooms in Use by Day and Time for Selected Room Type](#)  
[Prime Time Usage Ratio Report Key](#)  
[Program Analysis Demand by Course](#)  
[Scheduled Hours by Room and Time of Day Report Key](#)  
[Scheduled Hours by Subject and Time of Day Report Key](#)  
[Section Room Hour Usage by Building and Room for Selected Date Range](#)  
[Space Utilization by Building and Room With Primetime Report Key](#)

# Key Strategies for Improving Classroom Utilization

- Strategy 1 - Spread class offerings out over the entire scheduling week
- Strategy 2 - Reduce unused seats by scheduling classes into the appropriately sized rooms
- Strategy 3 - Minimize class offerings that use non-standard meeting patterns
- Strategy 4 - Reduce the offering of unnecessary sections



- Reporting > Reports
- Report Groups
  - Course Offering Analysis
  - Utilization Reports

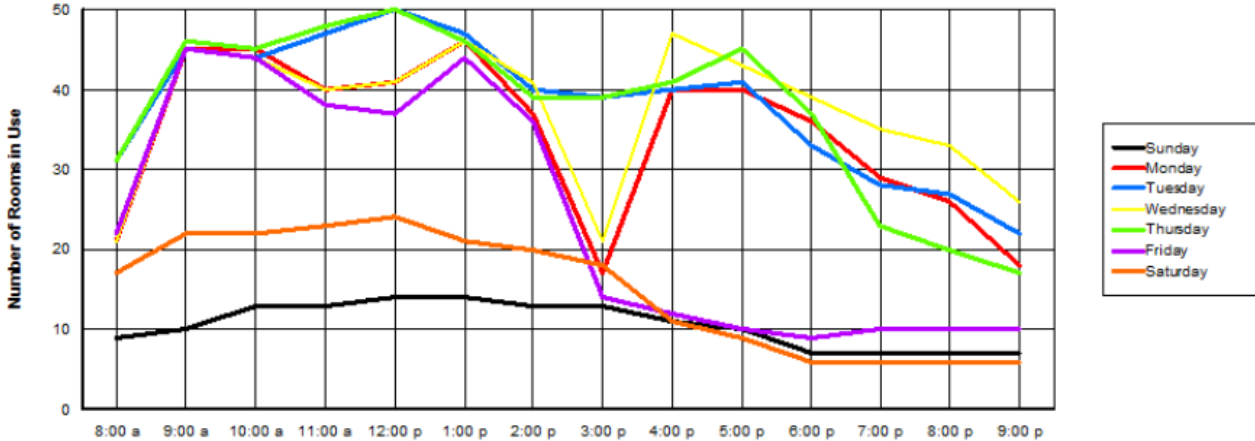
# Strategy 1 - Spread class offerings out over the entire scheduling week

- Identify primetime
  - **Report** - Percent of Rooms in Use by Day and Time for Selected Room Type
  - **Report** - Percent of Rooms in Use by Room Type and Size
- Identify room type/size bottlenecks
  - **Report** - Space Utilization by Room Type and Size with Prime time
- Identify prime ratio by subject area
  - **Report** - Prime Time Usage Ratio

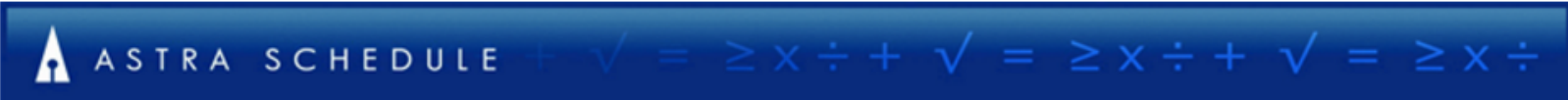
# Identify Prime Time - Percent of Rooms in Use by Day and Time for Selected Room Type

Kansas City Lecture Hall: Percent of Rooms in Use		by Day and Time													
Number of Rooms: 52		For all sections and events occurring 1/10/2016 - 5/6/2016													
		8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM
Sunday		17%	19%	25%	25%	27%	27%	25%	25%	21%	19%	13%	13%	13%	13%
Monday		40%	87%	87%	77%	79%	88%	71%	33%	77%	77%	69%	56%	50%	35%
Tuesday		60%	87%	85%	90%	96%	90%	77%	75%	77%	79%	63%	54%	52%	42%
Wednesday		40%	87%	85%	77%	79%	88%	79%	40%	90%	83%	75%	67%	63%	50%
Thursday		60%	88%	87%	92%	96%	88%	75%	75%	79%	87%	71%	44%	38%	33%
Friday		42%	87%	85%	73%	71%	85%	69%	27%	23%	19%	17%	19%	19%	19%
Saturday		33%	42%	42%	44%	46%	40%	38%	35%	21%	17%	12%	12%	12%	12%

Kansas City Lecture Hall Rooms in Use by Day and Time



# Identify Room Type/Size Bottlenecks

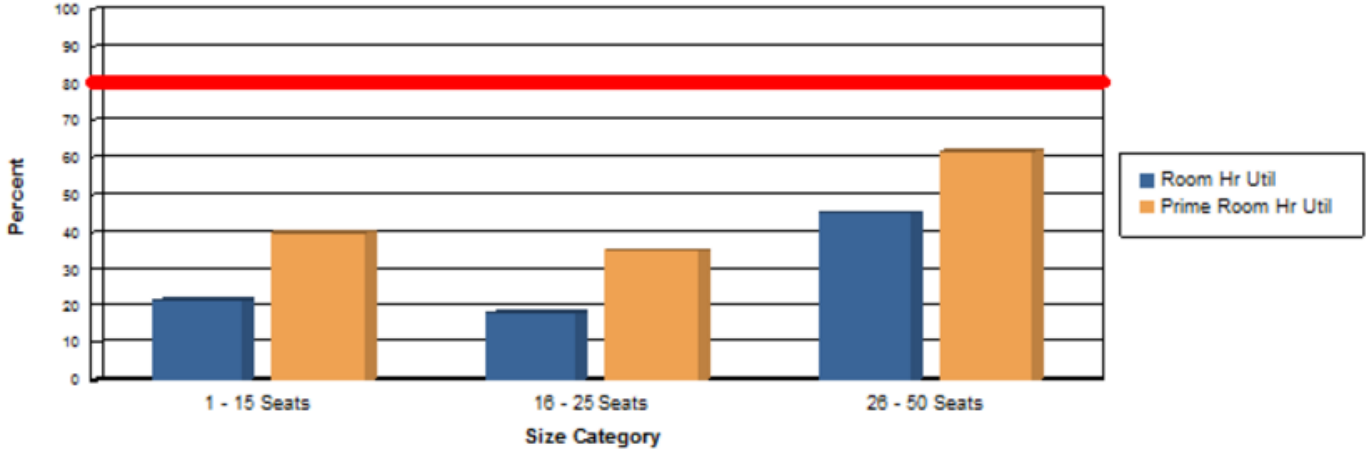


**Space Utilization** Average Weekly Utilization for Sections Only by Room Type and Size with Primetime 3/4/2016  
9:00 am

Term Weeks: 16.00      Hours in Standard week: 70.00 hours      Dates: 1/18/2016 - 5/13/2016  
Standard Week: Monday, Tuesday, Wednesday, Thursday, Friday - 8:00 AM to 10:00 PM  
Primetime: Monday, Tuesday, Wednesday, Thursday - 9:00 AM to 2:00 PM      Hours in Primetime: 20.00

Room Type - Capacity	# of Rooms	Room Hrs.	Room Hr. Util.	Prime Room Hrs.	Prime Room Hr. Util.	Prime Ratio
	3	59.25	28.21%	27.38	45.63%	46.20%

Classroom Utilization





# Identify Prime Ratio by Subject Area

<b>Prime Time ( 9:00 am to 2:00 pm) Usage Ratio for MTWR</b>							3/4/2016 9:07AM
Allowed Percentage During Prime Time: 60% Bottleneck Evaluation Room Type: Classroom - GP, 1 - 999 Seats Term: Spring 2016                      Campus: Kansas City Includes all double booked and crosslisted class meetings.							
Subject	Sections	Total Room Hrs.	Allowed Prime Room Hrs.	Prime Room Hrs. Used	Overage	Prime Time Ratio (% room hrs. in	Bottleneck Room Hrs.
ACC	23	58.00	34.80	16.00	0.00	27.59%	3.75
AMS	1	3.00	1.80	2.00	0.20	<b>66.67%</b>	0.00
ANT	13	34.25	20.55	15.50	0.00	45.26%	0.00
ART	57	249.50	149.70	121.75	0.00	48.80%	15.25
AST	9	13.50	8.10	9.00	0.90	<b>66.67%</b>	0.00
BIO	69	192.00	115.20	75.00	0.00	39.06%	15.00
BIS	12	32.75	19.65	10.00	0.00	30.53%	10.00
BUS	83	184.06	110.44	65.00	0.00	35.31%	14.75
CHE	30	91.00	54.60	33.00	0.00	36.26%	13.00
CHI	1	2.75	1.65	0.00	0.00	0.00%	0.00
COM	51	141.75	85.05	61.50	0.00	43.39%	8.00
CSC	27	72.75	43.65	31.00	0.00	42.61%	9.00
DNC	2	5.00	3.00	2.50	0.00	50.00%	2.50
ECE	13	37.25	22.35	13.75	0.00	36.91%	0.00
ECO	30	83.25	49.95	37.00	0.00	44.44%	0.00

# Strategy 2 – Reduce unused seats by scheduling classes into the appropriately sized rooms

- Review seat fill by room type and size
  - **Report** - Space Utilization by Room Type and Size with Seat Fill
  - **Report** - Low Seat Fill Sections by Subject for Selected Term
- Get specific room utilization and seat fill info
  - **Report** - Space Utilization by Building and Room with Primetime
  - **Report** - Space Utilization by Building and Room with Seat Fill

# Review Seat Fill by Room Type and/size

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Low Enrollment Sections for Spring 2016

By Subject

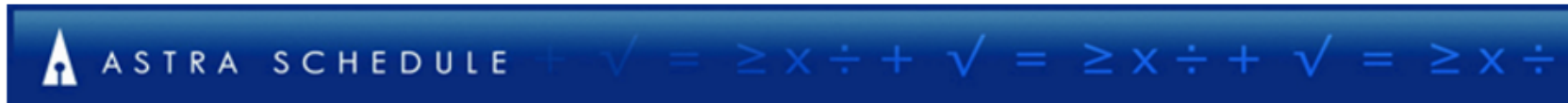
3/4/2016

9:10AM

Sections with an enrollment than 15

Sub/Crs/Sect	Crosslist	Time	Days	Dates	Enroll	Max Enroll	Xlist Enroll	Xlist Max
<b>Subject: ACC</b>								
ACC 202 40003_01		8:00AM - 10:45AM	F	1/11/16 - 5/7/16	10	35		
ACC 301 40005_01		4:00PM - 6:45PM	W	1/11/16 - 5/7/16	11	35		
ACC 303 40008_01		4:00PM - 6:45PM	W	1/11/16 - 5/7/16	9	25		
ACC 411 40907_02		4:00PM - 6:45PM	M	1/11/16 - 5/7/16	11	20		
ACC 480 40012_01		-		1/11/16 - 5/7/16	0	9		
ACC 490 40013_01		-		1/11/16 - 5/7/16	6	12		
ACC 492 40014_01		-		1/11/16 - 5/7/16	0	12		

# Get Specific Room Utilization and Seat Fill Info



**Space Utilization**

Average Weekly Utilization for Sections Only by Room Type and Size

3/4/2016  
9:14 am

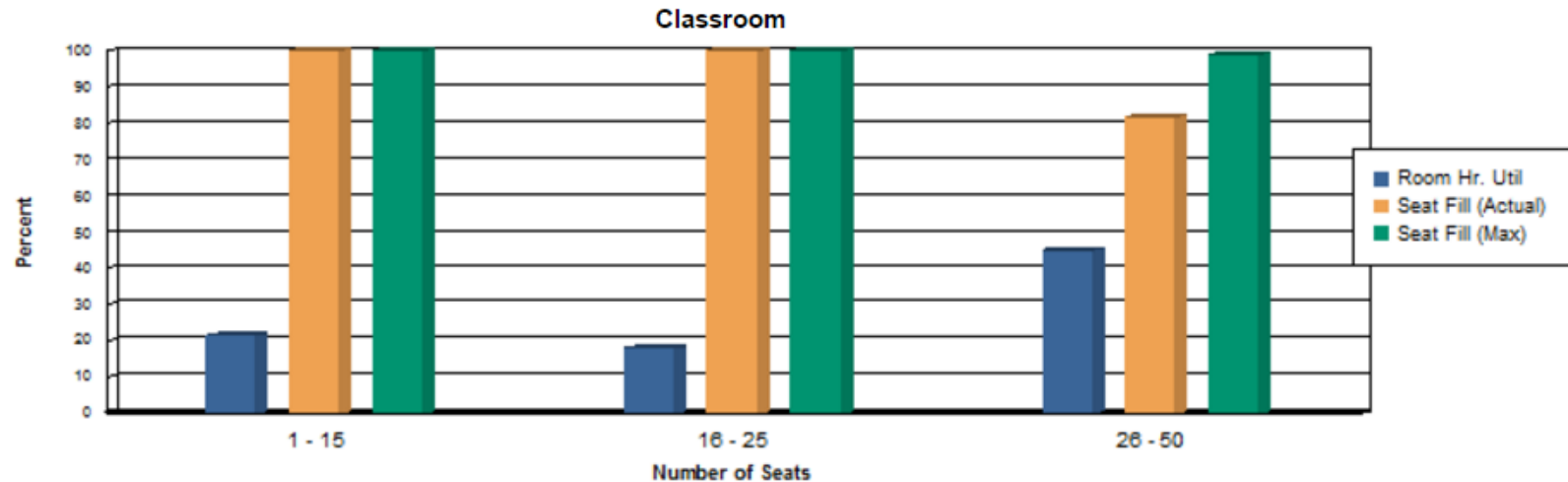
Term weeks: 16.00

Hours in Standard week: 70.00  
hours

Dates: 1/18/2016 - 5/13/2016

Standard Week: Monday, Tuesday, Wednesday, Thursday, Friday - 8:00 AM to 10:00 PM

Room Type - Capacity	# of Rooms	Room Hrs.	Room Hr. Util.	Room Capacity	Enrollment/Max Enrollment	Fill Ratio Actual Enroll.	Fill Ratio Max Enroll.
	3	59.25	28.21%	23.66	21.39 / 23.97	90.42%	101.34%



# Strategy 3 – Minimize class offerings that use non-standard meeting patterns

- Review used of standard and non-standard meeting patterns
  - **Report** - Meeting Patterns in use
  - **Report** - Meeting Patterns by Class Length

# Review Use of Standard and Non-Standard Meeting Patterns – Patterns in Use

**ASTRA SCHEDULE** + √ = ≥ x ÷ + √ = ≥ x ÷ + √ = ≥ x ÷

**Meeting Patterns** 3/4/2016  
9:16 am

Campus: Kansas City      Term: Fall 2016      Dates: 8/25/16 - 12/14/16

Meeting Pattern	Number of Sections	Percentage of Offerings
TR 9:30 am-10:45 am	69	<b>5.61%</b>
TR 11:00 am-12:15 pm	62	<b>5.04%</b>
TR 2:00 pm- 3:15 pm	57	<b>4.64%</b>
MWF 11:00 am-11:50 am	56	<b>4.56%</b>
MWF 9:00 am- 9:50 am	54	<b>4.39%</b>
MWF 10:00 am-10:50 am	50	<b>4.07%</b>
TR 12:30 pm- 1:45 pm	42	<b>3.42%</b>
W 4:00 pm- 6:45 pm	39	<b>3.17%</b>
T 4:00 pm- 6:45 pm	38	<b>3.09%</b>
MWF 1:00 pm- 1:50 pm	37	<b>3.01%</b>
M 4:00 pm- 6:45 pm	34	<b>2.77%</b>

# Review Use of Standard and Non-Standard Meeting Patterns – Patterns by Class Length

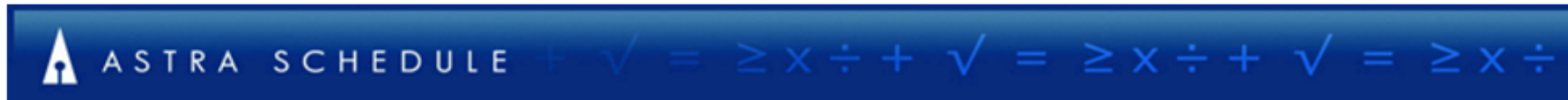
ASTRA SCHEDULE			
<b>Meeting Patterns</b>		3/4/2016 9:17 am	
Campus: Kansas City		Term: Fall 2016	Dates: 8/25/16 - 12/14/16
Meeting Pattern	Number of Sections	Percentage of Offerings	
<b>M 4:00 pm- 6:45 pm</b>	<b>2</b>	<b>10.53%</b>	
ACC 411 10350_01 CLAS	Contemporary Issues Accountg	Kamala Lorencz	
ACC 416 10016_01 CLAS	Federal Individual Taxation	Brett Penrose	
<b>TR 2:00 pm- 3:15 pm</b>	<b>2</b>	<b>10.53%</b>	
ACC 302 10275_01 CLAS	Intermediate Accounting II	Jaime Wanna	
ACC 412 10015_01 CLAS	Auditing	Archie Ferruzza	
<b>TR 9:30 am-10:45 am</b>	<b>2</b>	<b>10.53%</b>	
ACC 201 10012_03 CLAS	Principles Of Accounting I	Jaime Wanna	
ACC 310 10014_01 PLAB	Cost Accounting Systems	Deon Zellous	

# Strategy 4 – Reduce the offering of unnecessary sections

- Identify sections that could potentially be removed from the schedule based on low enrollments
  - **Report** - Low Enrollment Course Analysis for Selected Term
  - **Report** - Subject Enrollment and Fill Ratio
  - **Report** - Low Enrollment Ratio Sections by Subject
  - **Report** - Low Enrollment Sections by Subject



# Identify Sections That Are Low Enrollments Candidates for Possible Removal



**Low Enrollment Ratio Courses for Spring 2016**

By Subject and Course

Campus: , Kansas City

Courses with a total enrollment ratio less than: 50.00%

Course	Title	Sections	Total Enrollment	Total Max Enroll.	Enrollment Ratio
<b>ACC 480</b>	Independent Study	1	0.00	9.00	0.00%
<b>ACC 490</b>	Internship In Accounting	1	6.00	12.00	50.00%
<b>ACC 492</b>	Departmtl Internship Accountg	1	0.00	12.00	0.00%
<b>ANT 240</b>	Latinos in the United States	1	17.00	35.00	48.57%
<b>ANT 365</b>	Topics In Anthropology	1	6.00	15.00	40.00%
<b>ANT 480</b>	Independent Study	1	2.00	9.00	22.22%
<b>ANT 492</b>	Internship In Anthropology	1	1.00	12.00	8.33%
<b>ARA 480</b>	Independent Study	1	2.00	9.00	22.22%
<b>ART 220</b>	Relief Printmaking II	1	5.00	20.00	25.00%
<b>ART 316</b>	Art and Travel	1	8.00	18.00	44.44%
<b>ART 430</b>	Advanced Drawing	1	6.00	20.00	30.00%
<b>ART 470</b>	Advanced Topics in Art	3	14.00	60.00	23.33%
<b>ART 480</b>	Independent Study	9	13.00	81.00	16.05%
<b>ART 485</b>	Senior Project in Studio Art	7	24.00	81.00	29.63%

# Identify Sections That Are Low Enrollments Candidates for Possible Removal



**Low Enrollment Ratio Sections for Spring 20**

By Subject

3/4/2016  
9:23AM

Sections with enrollment ratio less than 50.00%

Sub/Crs/Sect	Crosslist	Time	Days	Dates	Enroll	Max Enroll	Xlist Enroll	Xlist Max	Enrollment Ratio
<b>Subject: ACC</b>									
ACC 202 40003_01		8:00AM - 10:45AM	F	1/11/16 - 5/7/16	10	35			28.57%
ACC 301 40005_01		4:00PM - 6:45PM	W	1/11/16 - 5/7/16	11	35			31.43%
ACC 303 40008_01		4:00PM - 6:45PM	W	1/11/16 - 5/7/16	9	25			36.00%
ACC 480 40012_01		-		1/11/16 - 5/7/16	0	9			0.00%
ACC 492 40014_01		-		1/11/16 - 5/7/16	0	12			0.00%
<b>Subject: ANT</b>									
ANT 240 40842_01		11:00AM - 12:15PM	TR	1/11/16 - 5/7/16	17	35			48.57%
ANT 365 41820_01		8:00AM - 9:15AM	TR	1/11/16 - 5/7/16	6	15			40.00%
ANT 480 40333_01		-		1/11/16 - 5/7/16	2	9			22.22%
ANT 492 40812_01		-		1/11/16 - 5/7/16	1	12			8.33%
<b>Subject: ARA</b>									
ARA 480 42057_01		-		1/11/16 - 5/7/16	2	9			22.22%

# Crystal Report Modifications?

- Submit a case to Ad Astra Software Support
- Contact your Client Experience Manager or Account Executive
- Do you have your Crystal Report license?
- Service Opportunity: Crystal Report Training



# Questions?

Maggie Roberts  
Client Experience Manager

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