

CLASSROOMS OPERATIONS CONVERSATION

MSACROA Conference

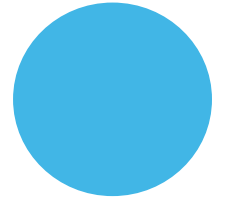
December 2, 2024

 University at Buffalo
Academic Affairs



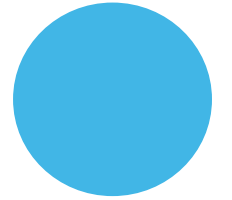
ABOUT ME

- Kara Saunders
- Mah Jongg and flower lover
- Collaborator and problem solver at UB since 2001
- University Registrar since 2010
- Coordinator of Instructional Facilities Maintenance and Operations since 2021
 - Relative newbie to classroom maintenance



ABOUT UB

- State University of New York's (SUNY) flagship
- Buffalo, NY
- 30,000+ enrollment
- Classrooms:
 - 490 formal learning spaces
 - 100+ learning landscapes
 - 3 campuses
 - 47 buildings
 - 81 different "owners" of space



Potential Topics

Structure/Roles and Responsibilities

Strategic/Master planning

Central/Departmental struggles (and successes)

Classroom audits/Rating systems

Reporting

Design standards

Classroom Technology

Classroom types/setup

What else?



University at Buffalo Instructional Facilities (IF) Structure

Related policies, visions, master plans, budgets and committees inform our work

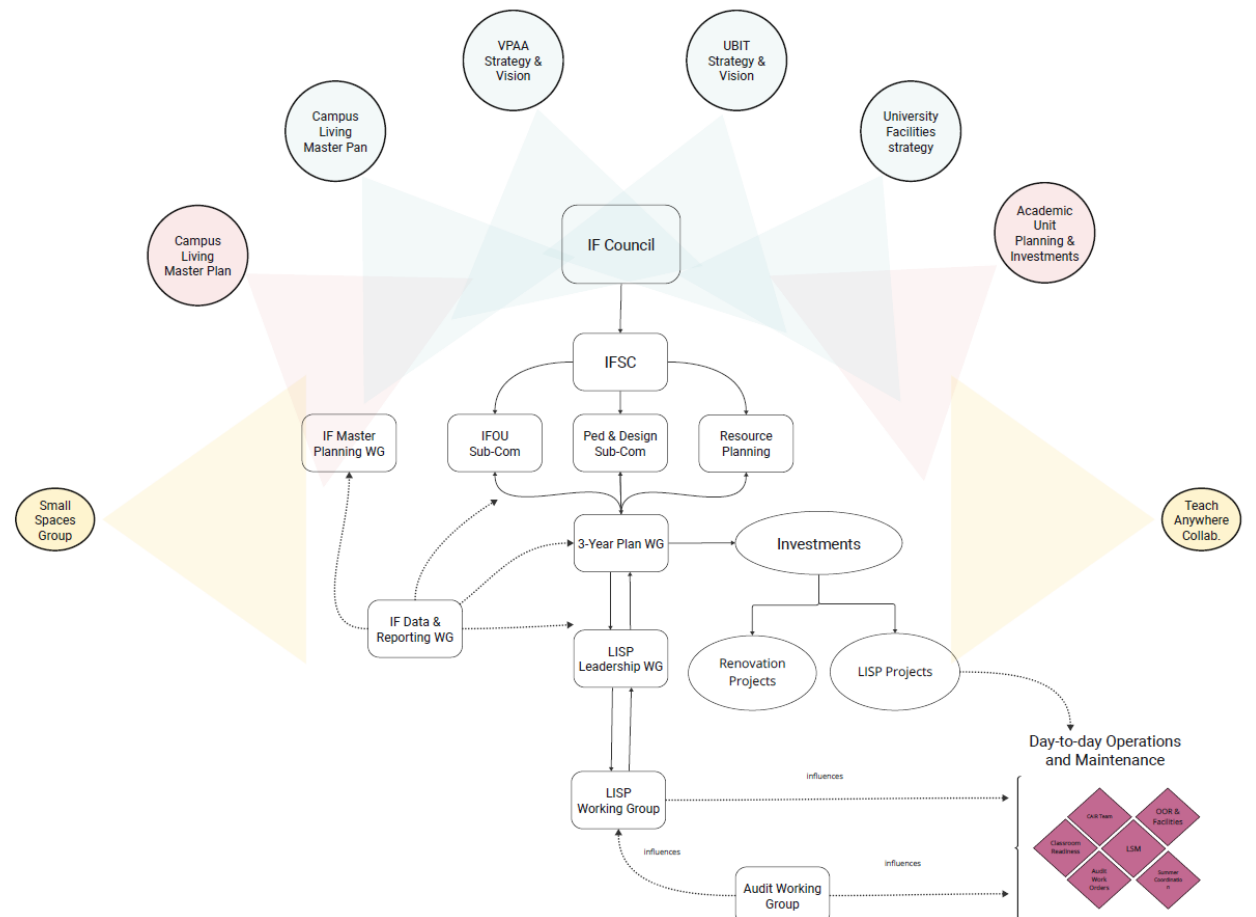
IF Council: Provost, VP Finance & Admin, CIO

IF Steering Committee: Academic Affairs, Registrar, Facilities, Campus Planning, IT

Sub-Committees: Resource Planning, Pedagogy & Design, Operations & Utilization

Working Groups: Master planning; 3-year project plan; Data & reporting; Life-cycle, Improvement and Standardization Projects (LISP); Classroom audit

Day-to-day operations: Work Order management, Accessibility Incident Response, Learning Space Management System, etc.



Roles and Responsibilities



Funding:

Facilities: Custodial services and life-cycle replacement;
UBIT: Technology;
IF Team: Breakage, Standardization, and Improvements



Who decides?

Collaborative decision making between Campus Planning, Facilities, UBIT and Instructional Facilities Team – Work in Progress

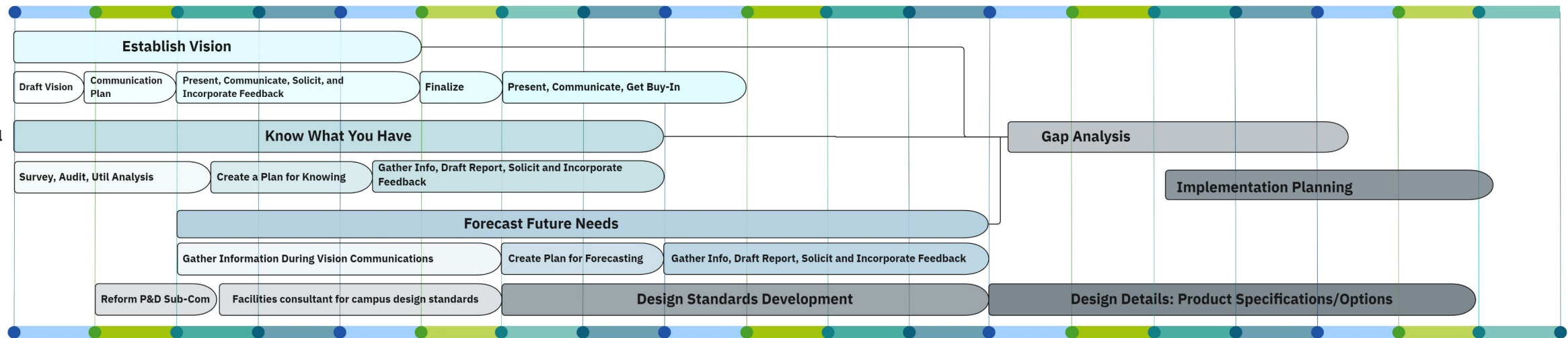


Renovation Planning:

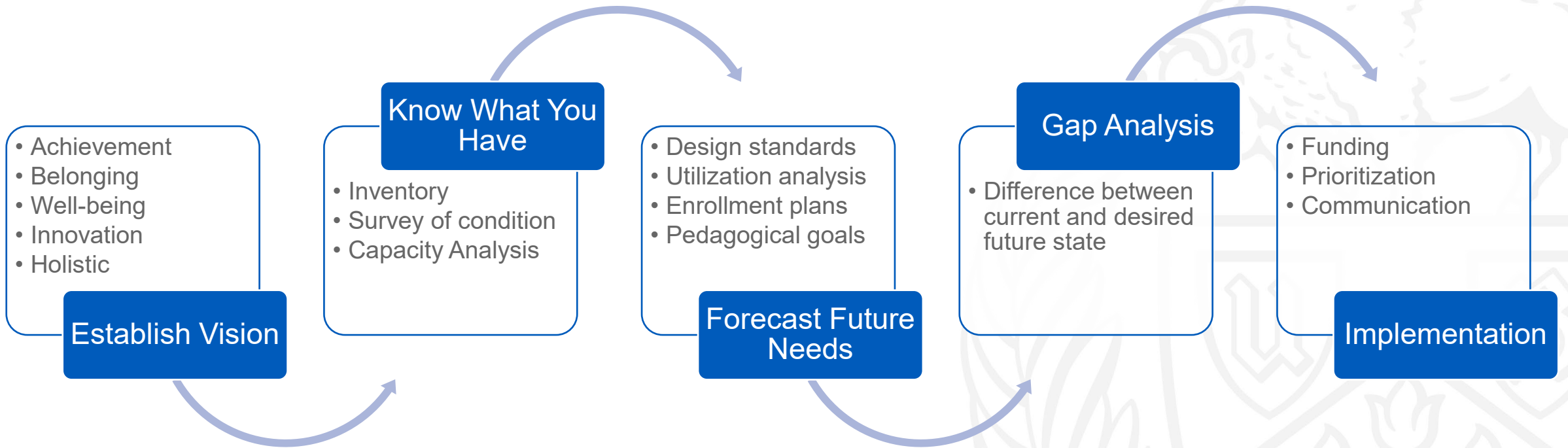
Led by Facilities
Year long process
Core team and consultations with many units on campus

Instructional Facilities Planning

Instructional
Facilities
Master
Planning



We Are Here

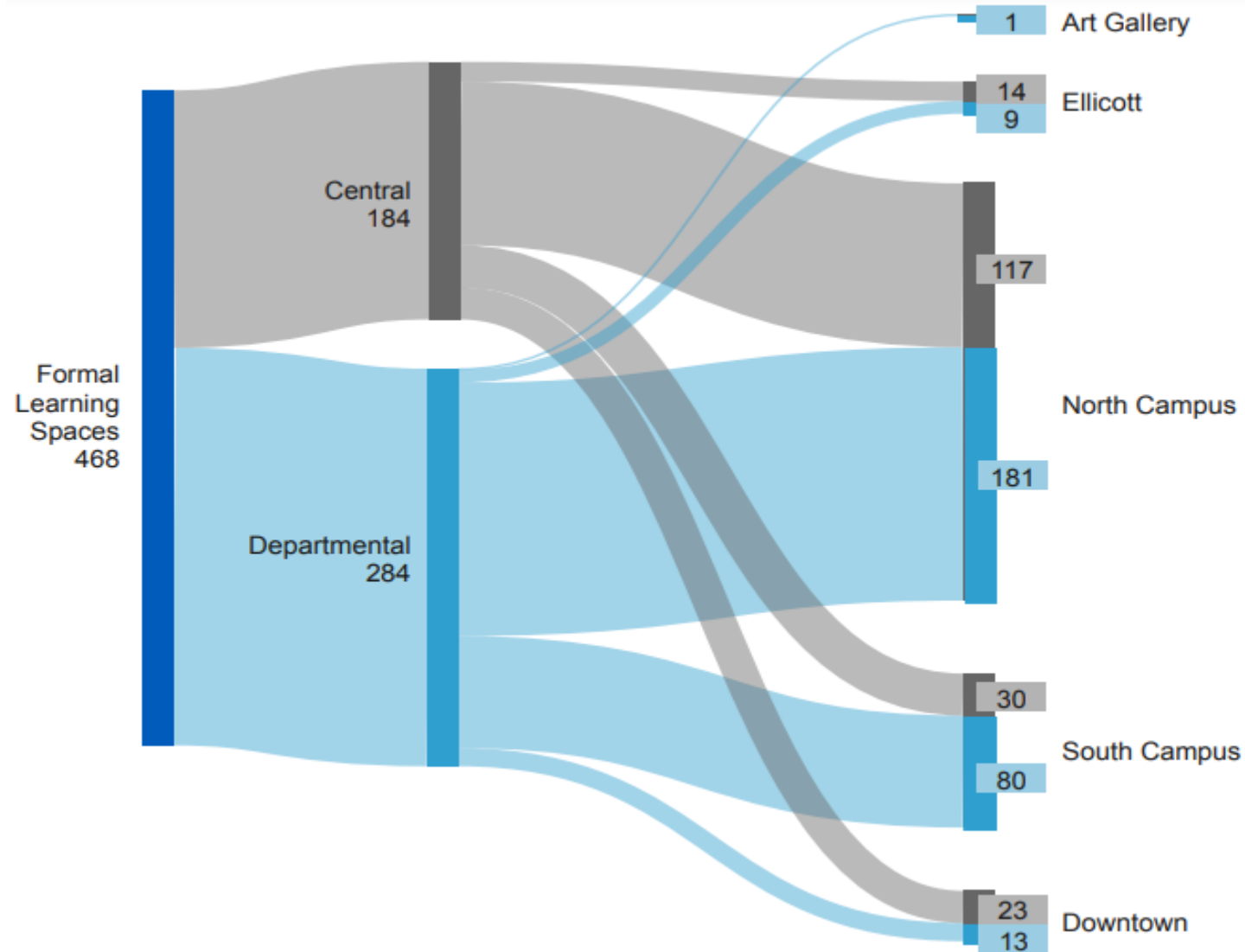


Design Standards

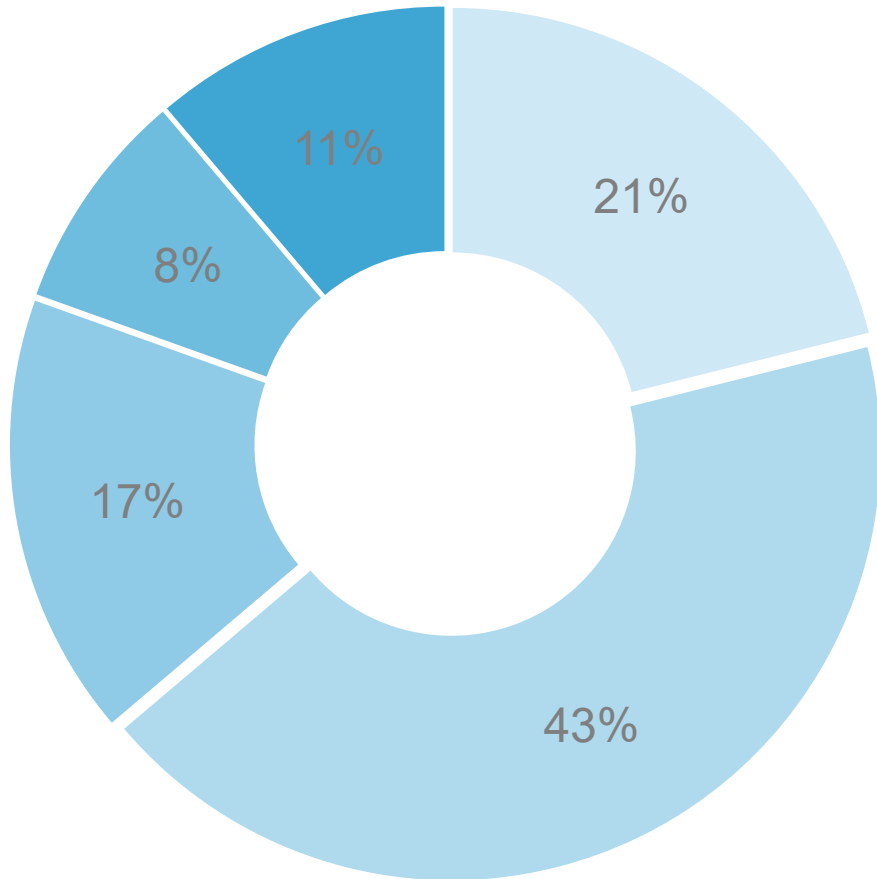
- Consultant engagement in progress
- In the meantime, creating and implementing as we go:
 - Standard signage
 - Instructor stools
 - ADA task chairs and desks
 - Clocks
 - Seating expectations
- Challenge: Communication



Central/Departmental



Improvements Needed



None

Minor - *One or more* of the following: spot painting, light bulb replacement, wall damage, broken shades, etc.

Moderate - *One* of the following: new chairs, new tables, new carpet, new writing surface, technology update, full room painting

Substantial - *More than one* Moderate improvement

Complete - Full rebuild of physical space, replacement of FF&E and technology

Proactive Classroom Audit

2022 (Summer)

- Detailed, exhaustive audit of all central classrooms – condition and features

2023 (Summer)

- Less detailed, focused audit for maintenance issues and key data points
- Campus-wide high-level survey for features and condition

2024 (All year)

- Regular quick audit, maintenance issues only; progress through, then start again

Overview of Learning Spaces Reports

Current Inventory

- Location and Ownership
- Size, Inventory, Layout, and Technology
- Improvements Needed
- Quality of Space



Utilization

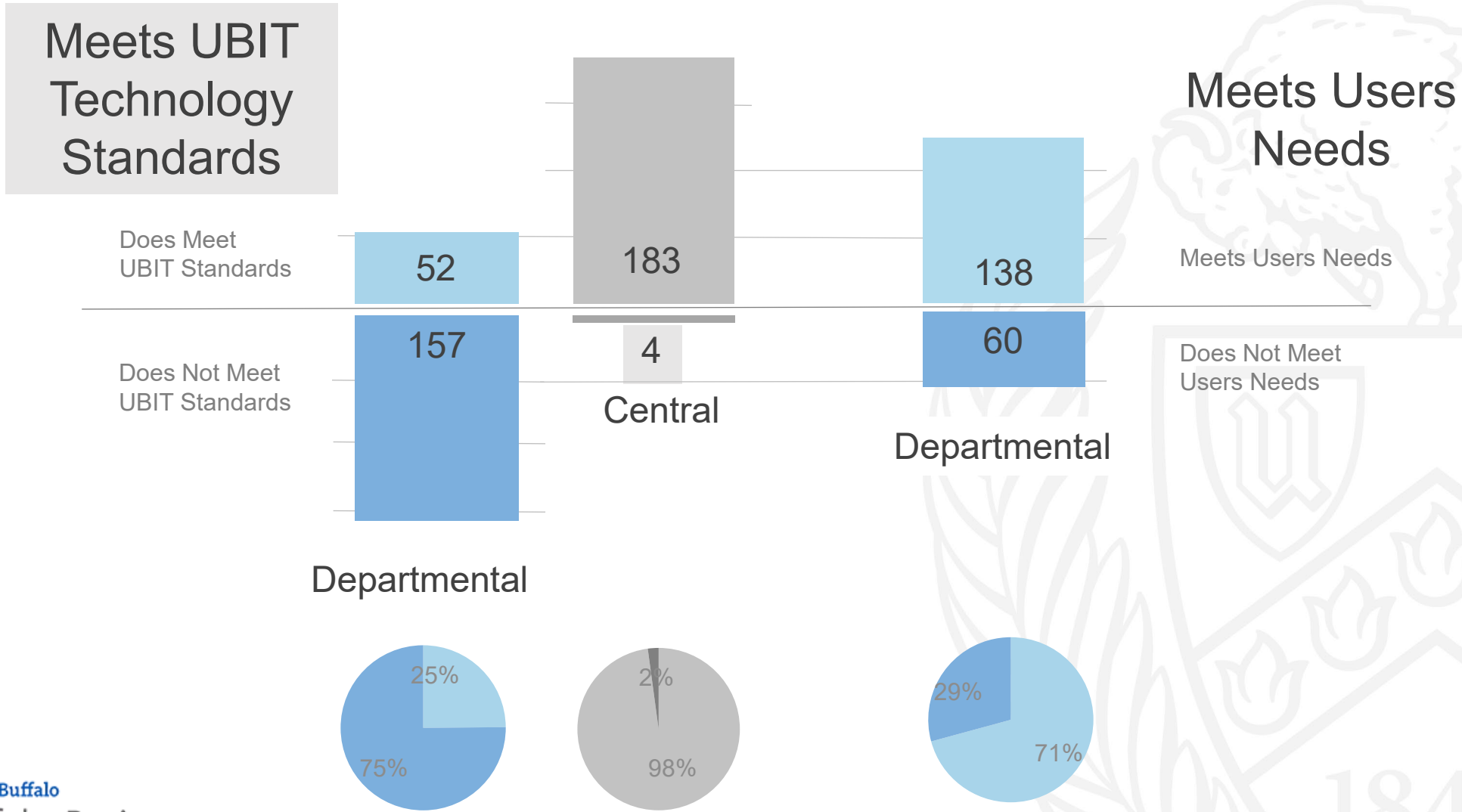
- Seat fill percentage
- Free vs. Busy vs. Unusable
- Heatmap of peak time usage
- Inventory room size vs. Class Enrollment vs. Requested room size



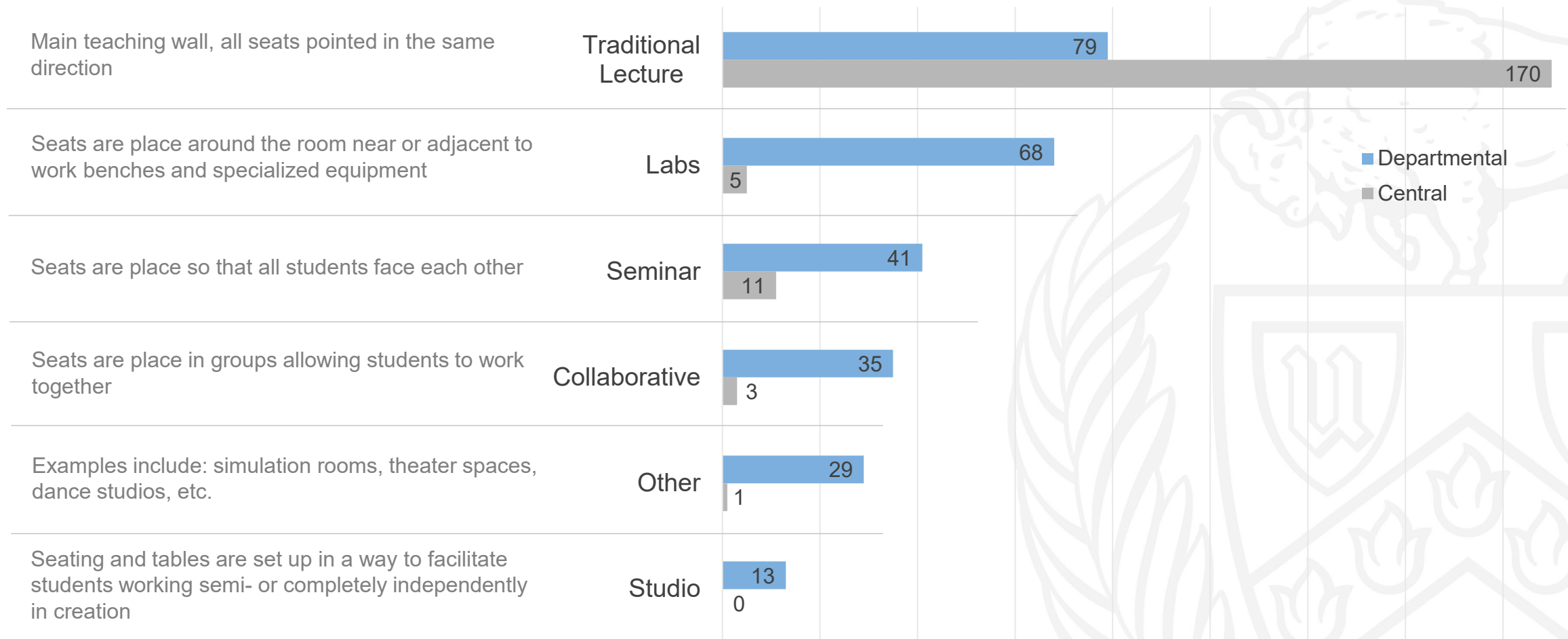
Recommendations

- Policies to support optimal classrooms utilization
- Resources needed to address immediate maintenance needs

Teaching Technology



Classroom Setup/Type



*39 spaces were marked as having more than one setup

Please complete your session evaluation form in the Whova app.

Now if you can!

Session Title:
Classrooms
Operations
Conversation

