



Freedom of Information: Space and Monitoring of Space

Dear Mary Greencup

Thank you for your request for information concerning Space and Monitoring of Space.

The University handled your request under the Freedom of Information Act 2000.

Your request

1. Do you monitor attendance of users of rooms including the physical number of individuals occupying a room for an event?
2. How do you monitor attendance of users of rooms?
 - a. If it is via an attendance monitoring system please state which one you are using?
3. If you monitor the usage of space:
 - a. What percentage of your planned or centrally recorded teaching activity takes place?
 - b. What percentage is recorded as not having taken place?
4. If you monitor the actual levels of occupation of general teaching rooms (Classrooms) what is the average percentage of recorded occupation within the rooms during general Undergraduate teaching weeks.
5. What percentage of teaching rooms do you monitor?
6. How many teaching rooms do you have by the following categories:
 - Lecture Theatre
 - Classroom
 - Computer Lab
 - All other specialist teaching spaces
 - i. Please specify what these Specialist Teaching Spaces are.
- a. How many of these rooms are managed centrally or locally (i.e. within a college of faculty)?
7. Do you have a timetabling policy?
 - a. If you have a timetabling policy do you state the hours that teaching will take place between?
 - b. Do you differentiate between "Day or Core Hours" and "Evening or Non-Core Hours" and if so what are these hours?
8. What percentage of your teaching is held during the hours of:
 - a. 9:00 am – 5:00 pm?
 - b. 5:00 pm – 9:00 pm?

Our response

1. Do you monitor attendance of users of rooms including the physical number of individuals occupying a room for an event?

Yes.

2. How do you monitor attendance of users of rooms?

a. If it is via an attendance monitoring system please state which one you are using?

Via an Attendance Monitoring System for teaching activities, TDS Student. This is a new system for CCCU, for which the reporting is in development.

The emphasis of the reporting is on students and activities, however, location is a secondary piece of information for which the reporting is not yet finalised.

Prior to Sep 2017, the attendance was gathered manually and held in a distributed model for which reporting is not available.

Via a spot-check once a year room occupation survey for non-teaching activities.

3. If you monitor the usage of space:

a. What percentage of your planned or centrally recorded teaching activity takes place?

The University does not hold the information. The reason is the reporting is in development.

b. What percentage is recorded as not having taken place?

The University does not hold the information. The reason is that reporting is pivoted around students, rather than events.

4. If you monitor the actual levels of occupation of general teaching rooms (Classrooms) what is the average percentage of recorded occupation within the rooms during general Undergraduate teaching weeks.

Answer - 39%

5. What percentage of teaching rooms do you monitor?

Answer - 100%

6. How many teaching rooms do you have by the following categories:

Across all campuses (please note that some rooms may come under more than one category):

Lecture Theatre - 25

Classroom – 143 (seminar rooms)

Computer Lab - 46

All other specialist teaching spaces – 208 rooms have specialist facilities

i. Please specify what these Specialist Teaching Spaces are.

We have 149 different types of classification for specialist teaching spaces, listed below - please note some rooms may come under multiple classifications.

- Geography - ARC / GIS Software
- Media - Animation Workshop
- Media - Video Post-Production Software
- Health - High Dependency Unit
- Health - Snoezelen
- Health - X-ray room
- Health - OT Skills
- Sport - Sports Analysis
- IT Lab (Table Island) ITLABTAB IT Lab - Table Island
- Sport - Astro Turf (Water Based)
- Sport - Astro Turf (Sand Based)
- Sport - Hard Court Area
- Sport - Polo Farm Tennis
- Education - Design & Technology
- Education - Secondary Classroom
- MPA - Piano/Clavinova
- Health - 8 Bed Ward
- IT Lab (iDesks) ITLABID IT Lab - iDesks
- Art - Photography Studio
- Media - Radio Studio
- Media - Music Studio
- Media - Editing Suite
- Media - TV Control Room (Gallery)
- Media - Drama Studio
- Media - Film Screening Facilities
- Media - Broadcast Media Room
- IT Lab (Exam)
- IT Lab (Psychology)
- Education - Maths Equipment
- MPA - Music Performance Room
- Health - Orthotics Lab
- Art - Art Room
- Health - Scrub Room
- Health - Operating Theatre
- Health - Observation Room
- MPA - Backline & PA
- MPA - Pro Tools Mixing Suite
- MPA - Surround Sound
- Media - Radio Post Production Software
- Art - Workshop
- Art - Metal Workshop
- Art - Wood Workshop
- Science Laboratory

- Health - 4 Bed Ward 4BED Health - 4 Bed Ward
- Science - Biology Laboratory BIOL Science - Biology Laboratory
- Science - Chemistry Laboratory CHEML Science - Chemistry Laboratory
- Health - Clinical Science Lab CLINS Health - Clinical Science Lab
- IT Lab (Generic) ITLAB IT Lab - Generic
- Education - Laud Resource Cupboard LUADRC Education - Laud Resource Cupboard
- Health - Maternity / Paediatric MATP Health - Maternity / Paediatric
- MPA - Music Room MUSIC MPA - Music Room
- Health - OT Workshop OTW Health - OT Workshop
- Science - Physics Laboratory PHYSL Science - Physics Laboratory
- Education - Primary Science Laboratory PSL Education - Primary Science Laboratory
- Health - Radiography Skills Lab RADSL Health - Radiography Skills Lab
- Health - Skills Lab SKILL Health - Skills Lab
- Sport - Sports Science Lab
- IT Lab (Mac Room)
- MPA - Music Studio
- MPA - Music Practice Room
- Sport - Gym
- MPA - Drum Kit
- MPA - Sprung Dance Floor
- Education - Music Room with Macs
- Health - 6 Bed Ward
- Education - Music Room
- Science - Fume Cupboard
- MPA - Stave board
- Health - Generic Ward With Beds
- Health - Ward Equipped for Life Support
- Health - Ward Equipped for Moving and Handling
- Art - Darkroom
- Media - TV Studio
- Health - OT Creativity Workshop
- Forensic - Fire Scene 1
- Forensic - Office Scene
- Forensic - Lab
- Forensic - Kitchen Scene
- Forensic - Granny Flat Scene
- Forensic - Fire Scene 2
- Forensic - Dark Scene
- Forensic - Crime Scene Suite
- Forensic - Computing/Networking Lab
- Forensic - Churchyard
- Forensic - Bedsit Scene
- Forensic - Briefing Room
- Art - Photography and Development
- Art - Photography and Design
- Education - Apple TV
- Health - Social Work Skills Suite
- IT Lab (Business School)
- Health - Lounge
- Health - Bedsit Flat
- Health - Ultrasound Training Simulator
- Health - Physiotherapy Room

- Health - Radiography Assessment Screens
- Education - Primary Art Resources
- Education - Secondary Art Resources
- Media - Blackout Blinds
- Science - Soil Laboratory
- Science - Small Sinks
- Science - Radioactive Store
- Science - Large Sinks
- Science - Ecology Laboratory
- Science - Chemistry Glassware
- Science - Discreet Analyser
- Science - Biological Specimens
- Science - Chemical Shower
- Science - High Power Microscopes
- Media - Adobe DNG Converter 9.6.1 Software
- Media - Brackets Software
- Media - Blurb Book Creator 2.8.0 Software
- Media - Capture 1 Software
- Media - Final Cut Pro Software
- Media - HP Scanjet 2.4.3 Software
- Media - Maya 2017 Software
- Media - Mudbox 2017 Software
- Media - Quartz Composer Software
- Media - Resolume Avenue Software
- Media - Syphon for Quartz Composer
- Media - Textwrangler 5.0.2 Software
- Media - VPT 7..0.1 Software
- Media - Wacom 6.3.17 Software
- Media - Xcode 7 Software
- MPA - Ableton Live Software
- MPA - Aurellia Software
- MPA - Capture Atlas Software
- MPA - EastWest Symphonic Orchestra Gold Software
- MPA - Element 3D 2.2 Software
- MPA - FMOD Studio Software
- MPA - iAnnix 0.9.17 Software
- MPA - Isadora Software
- MPA - Komplete 10 Software
- MPA - Logic Pro X Software
- MPA - Max 6 MSP Software
- MPA - Max for Live 7 Software
- MPA - Qlab Free Software
- MPA - Sassafras License Server K2 Software
- MPA - Sibelius 7.1.3 Software
- MPA - Soundflower 2.0b2 Software
- MPA - Soundhack 0.896 Software
- MPA - Spear Software
- MPA - Syphoner Software
- MPA - Textwrangler 5.0.2 Software
- MPA - Unreal 4.12.5 Software
- Science - ICPEOS
- Health - Resuscitation Mannequins

- Art - Illustration Resources
- Health - Daily Living Flat

a. How many of these rooms are managed centrally or locally (i.e. within a college of faculty)?

All teaching in designated teaching rooms is centrally managed.

7. Do you have a timetabling policy?

Answer – Yes

a. If you have a timetabling policy do you state the hours that teaching will take place between?

Answer – Yes

b. Do you differentiate between “Day or Core Hours” and “Evening or Non-Core Hours” and if so what are these hours?

Answer – Core Hours – 9am – 7pm weekdays, Non-Core Hours 7pm – 10pm weekdays and weekend hours

8. What percentage of your teaching is held during the hours of:

a. 9:00 am – 5:00 pm?

b.

Answer - 94%

c. 5:00 pm – 9:00 pm?

Answer - 6%

I trust this addresses your enquiry.

If you are unhappy with the outcome of your request for information, you can request me to reconsider the decisions made and I will respond. In particular, I might be in a position to provide advice and assistance in relation to your request with a view to providing the information you are seeking.

If you remain dissatisfied, you can request an internal review of the decision by writing to me. I will then arrange for another person to undertake a review of my decisions.

If you then still remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 0303 123 1113 Website: www.ico.gov.uk.

There is no charge for making an appeal.

Robert Melville
Assistant University Secretary

20 April 2018