

Ref No: 2464
Date: 23/04/18
Subject: Monitoring of space

REQUEST AND 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?

We use two methods. The first is via the mobile app 'iLancaster' which is an attendance monitoring system. The system data only includes timetabled teaching events.

We also undertake an annual one week space utilisation survey which is an hourly headcount survey of central non specialist teaching space. This monitors both teaching and non-teaching events.

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

The mobile app 'iLancaster'. More information about the app can be found here:

<http://www.lancaster.ac.uk/iss/services/ilancaster/>

3. If you monitor the usage of space:

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

Space utilisation survey November 2017 – 90%

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

Space utilisation survey November 2017 – 10%

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.

Space utilisation survey November 2017 - Average headcount recorded in rooms in use is 52%.

5. What percentage of teaching rooms do you monitor?

iLancaster – 100%

Space utilisation survey - 100% non-specialist seminar rooms and lecture theatres, 37% of all teaching space.

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

- Lecture Theatre: **35**
- Classroom: **74**
- Computer Lab: **20**
- All other specialist teaching spaces: **113**

i. Please specify what these Specialist Teaching Spaces are:

Laboratories, Workshops and Studios.

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

All teaching space is centrally timetabled. 139 rooms are 'Departmentally Owned' (only used by a department, mainly specialist space). 103 rooms are 'Centrally Owned' (mainly non-specialist space).

7. Do you have a timetabling policy?

Yes

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

9am – 6pm

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

N/A

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

- a. 9:00 am – 5:00 pm?

98.2% of teaching runs during core hours (Mon – Fri, 09:00 – 18:00)

- b. 5:00 pm – 9:00 pm?

1.8% of teaching runs outside of Core Hours (Mon – Fri, 09:00 – 18:00)

Your request i.d. is: 2464. Please quote this in all enquiries.

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Process for Making a Complaint

If you feel the service you have received does not meet our aims or your expectations, please write to:

Hilary Hunter
Head of Governance Services
University House
Lancaster University
Bailrigg
Lancaster
LA1 4YW

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