Facilities Plan Phase 1 Space Utilization Report Comparison

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2017 Space Utilization Report Comparison

In 2017 as part of the broader Facility Master Plan process, PCC sought to gain a comprehensive understanding of space utilization within its existing instructional spaces across its four campuses and various centers. The project aimed to review instructional spaces and activities at each PCC site, including the four campuses and seven major centers, to assess the current inventory and the formal instructional activities taking place at these locations. Additionally, the project focused on evaluating how the instructional space inventory supports these activities and analyzing room and seat utilization, along with other performance metrics, across all campuses and centers.

PCC engaged Arcadis to conduct a comparative analysis of the findings from 2025 with those detailed in the 2017 report. The table below encapsulates and contrasts the key insights from each report.

Topic	2017 Space Utilization Report	2025 Collegewide Space Utilization Audit
Spaces	"For purposes of reporting on utilization, room types are organized into the following general categories: General Purpose Room, Computer Lab, Special Purpose Room / Teaching Lab, Other Unspecified Rooms." Page 5	The 2017 Report lacks any reference to FICM codes. Without these codes, and with the inclusion of "other unspecified rooms," it is not possible to ascertain whether the report encompasses the same rooms identified as Bookable Learning Spaces.
Scheduling	"Data on usage for formal instructional academic activities are generally more reliable and available because academic courses have regular start and end times, are assigned Course Record Numbers (CRNs) so they can be recorded in the Banner system, and are scheduled (or at least recorded) in the Resource25 scheduling program. Tracking non-academic uses of instructional spaces is much more ad hoc, as there are no consistent and systematic ways to record these events across the campuses and centers." Page 5	The process for tracking non-academic uses of instructional spaces has remained largely unchanged between 2017 and 2025, relying on ad hoc methods due to the absence of a consistent and systematic approach to recording these events across campuses and centers.
Software	Each entry in Banner must have a Course Record Number (CRN), which means that a significant number of non-credit / non-course activities at PCC's campuses and centers – which cannot be assigned CRNs – are never recorded in Banner" "Series 25 products include Schedule25 (S25) and Resource25 (R25) software used, respectively, for scheduling and tracking courses and events. Events can be ad hoc and do not need a CRN to be recorded in Series 25 software." Page 5	The implementation of Banner in 2017 for scheduling all academic classes is aligned with the use of Astra Schedule in 2025. The use of Series 25 products for event scheduling in 2017 appears to align with the use of Astra Schedule in 2025.

Topic	2017 Space Utilization Report	2025 Collegewide Space Utilization Audit
Analysis Timeframe	"For the analyses, Portland Community College provided data for the academic year 2016 (Fall 2015 and Spring 2016), including section meetings and room inventories for all campuses and centers, to the extent that data were available. Fall 2015 data were used in analyses because of the heavier volume of scheduling activity vis-à-vis spring." Page 6	To present a comprehensive picture of utilization, we are drawing on data from the most recent full academic year, spanning from April 1, 2024, to March 30, 2025, inclusive of holidays. Relying solely on Fall data does not provide an accurate or complete representation of college-wide utilization.
Quality of Data	"There were significant issues with both course section and room inventory data that required extensive review, cleaning and updating prior to undertaking any analyses." Page 6	Significant issues with scheduling data, which required thorough review, cleansing, and updates, continue to persist prior to commencing any analysis.
Scheduled Rooms	"Not every room is scheduled in each term. Only rooms that have at least one section meeting in the Fall term are included in utilization analyses." "Because the focus of all analyses is how rooms are scheduled for classes and other activities, only rooms with at least one class or other event are included in utilization analyses. The total inventory that includes some type of class or event scheduled within in the Fall term is 389 rooms." Page 6	To offer a comprehensive view of utilization, we are incorporating all Bookable Learning Spaces, including those with zero Astra Schedule bookings within the analysis period. Across the college, there are a total of 786 Bookable Learning Spaces, of which 505 have a Class and/or Event booking recorded in Astra Schedule. These figures underscore the distinctions between the 2017 and 2025 datasets.
Core Hours	"Room and seat utilization statistics are computed for Monday / Tuesday / Wednesday / Thursday (MTWR); Friday (F); and Saturday (S) – day and evening" Page 13	PCC 'peak' hours (Monday through Thursday 9:00AM through 3:00PM) are referred to as Core Hours to avoid ambiguity with peak utilization. Monday through Thursday 9:00AM through 3:00PM there are 1,248 time-space hours per room per year.
Room utilization definition	"Room utilization is a measure of how frequently a room is scheduled during the week, generally defined as the percentage of available room hours that a room is used for instruction. Room utilization can be evaluated in many ways, e.g., by time of day, day of week, etc." Page 13	Average Utilization is a percentage measure of utilization calculated as the sum of all allocated time-space hours, divided by the total available time-space slots in a specified period.
Seat utilization definition	"Seat utilization is a measure of the percentage of seats filled whenever the room is scheduled." Page 13	The Steering Committee concluded that calculating utilization based on the number of occupants was not materially significant. Whether a room designed to accommodate 40 people holds 2 or 38 occupants is considered irrelevant for utilization purposes.
Peak utilization definition	"'Demand over Time' shows minute-by-minute patterns of when sections are scheduled over a day and / or a series of days. This analysis shows periods of peak use, and when depicted against total available hours for scheduling, identifies "unused capacity" where the campus could schedule more." Page 13	Peak Utilization (Campus) is calculated on an hour-by-hour basis and represents the highest utilization at a given timeslot within a specified period. Peak Utilization (Room) is calculated daily and represents the highest daily utilization for a room within a specified period. This is used to graphically show the highest activity level per room.
Room utilization	"In general, room utilization during the four-day week is 50% or better across the campuses; and is generally higher for general-purpose rooms than "all rooms", since the latter includes computer and specialized labs and teaching spaces which are more limited in ways in which they can be used and scheduled. Conversely, general-purpose classrooms are the "workhorse" rooms on a campus – the most flexible in terms of types of classes and events that can be held in them." Page 14	Notably, peak utilizations are clustered in the morning hours, specifically between 9:00 AM and 12:00 PM, highlighting this timeframe as the busiest period. The Southeast campus records the highest peak utilization at 50.0%. Following this, Rock Creek reaches a peak of 42.4%. The Sylvania campus has a peak utilization of 28.7%, while the Cascade campus records a peak utilization of 29.3%. The centers collectively reach a joint peak utilization of just under 50%.
Seat utilization	"Seat utilization is generally high across all campuses (65% or better in most cases) except in the evenings on Friday and Saturday." Page 14	It is crucial to distinguish between the percentages in the Seat Utilization section and those in the Room Utilization section, as they should not be confused.