

## **University of Cambridge**

### **Planning and Resources Committee**

#### **Teaching Space Utilisation Working Group**

A meeting of the Group was held on Thursday 3 June 2013 in The Old Schools.

Present: Professor Young (in the Chair); Dr Cowley, Mr Edwards, Mr Norman, Mr Peet, Mr Walston, Mr Wickett and Mr Wilson (Secretary).

Apologies: Dr Edwards

#### **1. Note of the third meeting**

The note of the third meeting held on Thursday 21 March 2013 was received. Actions on room booking and monitoring were dealt with under the individual items below.

The Micad security issues had been resolved. Although Micad stored drawings off-site they were outlines and anonymised where appropriate. It was noted that the ISSS had yet to discuss a policy against which this arrangement could be assessed.

#### **2. Room Booking Project**

The Group were reminded that they were the Project Board for room booking systems and had viewed presentations on systems offered by DEA Inc and by CollegeNet and now viewed a presentation by Mr Wickett on the Micad room booking module.

The Micad room booking system was live, as an interim measure pending the conclusions of the Group, and users were able to register. The system incorporated some key requirements such as local acceptance of bookings. No decision was needed now, and Mr Wickett was thanked.

It had been agreed at the previous meeting that Mr Edwards would scope a consultancy to advise on the selection of a system with the aim of a recommendation in the Michaelmas Term.

A paper with a recommendation to engage Mosaic Space was circulated as TSUWG 4. Mr Edwards explained how he reached his recommendation. The Group agreed the approach and asked Mr Edwards to circulate a note of invitation to meet the consultant when he had made the arrangements. Two weeks of fieldwork was suggested. Colleges, through the Joint Committee, should be included in the invitation. The consultancy was already funded from the ISSS' Technology Development Fund.

**Action: consultancy – Mr Edwards; invitation to Colleges- Mr Wilson.**

### 3. Monitoring of room usage

The Group noted that video based technology had been chosen as the most accurate monitoring solution and that monitoring was being extended to other Mill Lane lecture and seminar rooms. Some other high use lecture theatres would be included.

A non-recurrent grant of £30,000 had been approved for the installation of about 20 measurement devices in all the lecture theatres on the New Museums and Downing Sites. This was on the recommendation of the Space Management Advisory Group (SMAG) to inform future provision in the round of central site redevelopments. Paper SMG(13)24 making the case to SMAG was attached for reference as TSUWG 5.

An update on monitoring was circulated as TSUWG 6. The Group recommended that the project proceed as proposed and while noting that further funding might be required to extend the project it was fully funded at present. SMAG had been asked to rank the expanded list of teaching space for monitoring but the focus was on closure of Mill Lane and redevelopments on the New Museums Site. The choice should be guided by those aims.

The Group looked forward to the first analysis from the devices and comparison with previous surveys.

Although notices would be posted where the devices were in use, the Group were told of overheard comments that CCTV appeared to be in use. It would therefore be prudent to publish a Notice.

**Action: Notice – Mr Wilson**

### 4. Next meeting

The Group would meet again in November, provided the consultancy was completed.

#### *Teaching Space Utilisation Working Group: contact details*

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