University of Cambridge

Planning and Resources Committee

Teaching Space Utilisation Working Group

Note of a meeting of the Group held on Thursday 23 January 2014 in The Old Schools.

Present: Professor Young (in the Chair); Dr Cowley, Mr Edwards, Mr Norman, Mr Peet, Mr Walston and Mr Wickett with Mr Pryzibilla (Mosaic Space, for item 3 below) and Mr Wilson (Secretary).

Apologies: Dr Edwards

The Group noted Mr Pryzibilla's potential conflict of interest recorded in his report.

1. **Note of the fourth meeting**

    A note of the fourth meeting held on Thursday 3 June 2013 had been circulated.

2. **Matters arising**

    Room Booking Project: the Consultant had been engaged; Colleges had been invited to participate in the study. The report was the main business of this meeting.

    Monitoring of room usage: A Notice (*Use of electronic counting devices in rooms used for teaching*) had been published on 19 June 2013:
    http://www.admin.cam.ac.uk/reporter/2012-13/weekly/6313/section1.shtml#heading2-5

3. **Room Booking Project**

    Mosaic Space had been engaged to conduct a review of the options for room booking software. Mr Pryzibilla presented his report (TSUWG 7) which had been circulated to members by Mr Edwards on 19 November 2013; a discussion followed.

    The report surveyed the many systems which offered room booking and suggested the wide range could be narrowed to five suppliers, but did not make a single recommendation because there was no single choice "so compelling that everyone would use it". However, customisation was possible and unwanted features could be disabled.

    The systems could derive their data from Micad; there should be an interface with room monitoring. All the systems enabled current owners of space to authorise bookings.

    A room booking system was essential to manage shared space, and the amount of shared space would increase if departmental seminar and lecture rooms were designed out in site redevelopments. But that would be the long-term implementation of a policy which the General Board had not yet been asked to approve. There remained an immediate need.

    The Group agreed that the next step was to seek general support from those who would use it for the purchase by the University of a single system for widespread adoption. A process to decide on the system and its procurement, and the project board to oversee it, would be taken after an opportunity had been given for those with an interest to read and comment on the report, which should be circulated with a note explaining the background and objectives of the Group. The aim should be to reach computer officers and departmental administrators; Colleges should be included.

    Mr Pryzibilla was thanked for his report which the Group had found most useful.

    Action: Mr Edwards, Mr Wilson

4. Monitoring of room usage

The Group received a report on progress with the room usage monitoring system and example reports which they agreed were in a useful format.

The first phase of installation was complete; the cost of new installations in existing space was about £1,000 and the Group hoped that wider deployment would be possible. Amendment to design guidelines would ensure they were routinely included in new space.

A new direction would be to monitor the use of teaching labs.

5. Next meeting

The Group would meet again when there was feedback to discuss on the room booking proposals.

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