Memorandum to Presidents

Date: May 24, 1978

From: Office of the Vice Chancellor for Educational Services

Subject: Utilization of Residence Hall Facilities

The data, plans, and information you've provided this office during the past several years on utilization of residence halls as a part of the annual spring projection have established a solid base for describing University practices in this area. While we still need data on projected 1978-79 utilization, we request a statement of future plans for utilization only where projections indicate a significant deviation from plans or utilization previously submitted.

The central staff Office of Institutional Research and Analytical Studies is again coordinating the compilation, editing, and statistical analyses of this survey of Projected Utilization of Residence Hall Facilities. Its definitions are consistent with the projected and actual use surveys of last year and with the forthcoming Fall 1978 actual use survey. Guidelines for utilization for 1978-79 have been attached to this memorandum.

For your convenience, the actual Fall 1977 data reported by your campus have been pre-posted on the Fall 1978 Projected Utilization schedules. As in the past, the projected utilization will be reviewed by Offices of Campus Development and Finance and Business as well as this office. We will respond to specific proposals which require central staff approval.

We continue to find it necessary to scrutinize closely all non-revenue producing assignments of housing. With the exception of those spaces used for resident assistants, please complete the annual justification for such assignments in the narrative section of the 1978 projection.
Please forward your projection and narrative to this office by June 28, 1978.

James S. Smoot

Attachments

cc: Vice Presidents for Student Affairs
    and Deans of Students
    Directors of Institutional Research
    Business Officers

This memorandum addressed to:

Presidents, State-operated Campuses