

PUP Committee meeting  
February 14, 2013

## Minutes

In attendance: Nancy Baker, Jim Becker, Jeanine Buchanich, Dave DeJong, Buck Favorini, Joe Fink, Irene Frieze, Kristin Gusten, Susanna Leers (co-chair), Dan Marcinko, Patti Mathay (Pitt Registrar), J.P. Matychak, Paul Munro, Eli Shorak, Paul Supowitz, Pat Weiss (co-chair), John Wilds, Laura Zullo.

1. The meeting was called to order at 3 pm. Minutes of the January 2013 meeting were approved as presented.

2. The co-chairs reported on a meeting they had with the Faculty Senate Executive Committee about the Sustainability Subcommittee. The group had decided that the Sustainability Subcommittee would be merged back into the PUP Committee with the provisions that

- a. A task force, chaired by S. Leers with a few members of the PUP committee would make recommendations on how the SusS agenda could be effectively worked into future PUP meetings.
- b. Members of the SusS would be encouraged to consider running for vacancies on the PUP committee
- c. Members of the SusS would also be encouraged to consider applying to be Pro Tem members of the PUP committee.

University administration had indicated a willingness to consider forming a broader Sustainability working group that would include representation from administration, faculty, staff, and students.

3. Pitt Registrar Patti Mathay discussed the classroom assignment process at the University of Pittsburgh.

- The Registrar's office schedules ~8000 classes a year. The scheduling process begins almost a year in advance.
- About 4000 of those classes use a computer program with an algorithm for assigning classrooms.
- The remaining classes need to be manually scheduled/entered into the computer system.
- There are a number of factors that affect the classroom assignment process.
- There are also written policies governing classroom assignment that aren't always followed
- "Control" of the classrooms is divided into 3 categories: controlled by the Registrar, controlled by the Department, or with priority given to the Department.
- Class size is an important factor.

- It is challenging to meet the changing teaching styles used by faculty; today there is more interest in collaborative classrooms which require different seating configurations
- Faculty tend to want to teach in the hours M-Th, 10 am to 4 pm, and these preferences affect how classrooms are assigned.
- The Nationality Rooms present problems because of room layout and accessibility of media/technology
- Data on classes that continue year to year "rolls over", which tends to build inflexibility into the scheduling.
- Departments can work internally on the problems they have with classroom scheduling; they best understand the complexities of their courses, faculty, and requirements.
- The Registrar's office plans to review classroom assignment policies, schedules, and look at equitably distributing classrooms across the day to alleviate some of the scheduling problems.

Ms. Mathay was thanked for all the information she was able to provide and the PUP committee hopes to continue to work with the Registrar's office on improving the classroom assignment process.

#### 4. Update from Facilities:

- New Freshman dorm - ready July
- Bookstore renovation – completed in May or June
- Chevron project on schedule

5. The meeting was adjourned at 4:00. The next meeting is scheduled for March 21, 2013, at 3 pm.

Respectfully submitted,  
Susanna Leers