1. Welcome and Introductions
   Debbie Miller, Co-Chair
   Dave Beck, Co-Chair

   Debbie Miller called the meeting to order at 2:02pm and welcomed all committee members, invited presenters, liaisons from Provost and Chancellor’s Offices and members of the media.

2. February 2021 Meeting Minutes Approval
   Debbie Miller, Co-Chair

   Meeting minutes were approved as written

   Chancellor’s Liaison(s)

   There was no new report

4. University Registrar’s Report
   Patti Mathay
   University Office of the Registrar

   • Patti discussed unique challenges this past year secondary to COVID. All renovations were put on HOLD. Langley Hall will be rescheduled for 2022.
   • All renovations keep accessibility and ADA compliance central to its planning process.

5. Classroom Management Report
   Chris Coat
   University Office of the Registrar

   • Refer to PPT for details
   • Spoke to preparations for COVID de-densification; ventilation; cleaning, traffic flow (stairwells, elevators, ingress/egress buildings and classrooms); maximum capacity of 250
   • Elevator occupancy and passing time increase between classes
   • Alternative spaces: Carnegie Museum rooms, Admissions, WPU and O’Hara Student Union, UClub, Craig Hall, COL lawn tent; Posvar Hall - Provost Suite (2nd floor)
   • Why not more off-campus locations? (eg. Convention Center; hotel conference rooms) – Wireless bandwidth to support Flex@Pitt
   • Room preparation: capacity determination; signage; seat designation; desk migration; teaching technology installation and training
   • Future challenge: returning all desks, chairs and furniture back to their respective classrooms for the fall term.
   • Student Info System (SIS) and Scheduling: complete repopulation of info (room assignments, start dates, time shifts, etc.)
• Scheduling criteria: ensure that some component of the class was able to meet in person (eg. Large >250 lectures would have recitations scheduled that could meet in person; rotating cohort models, etc.
• Overview of timeline of milestones this past year
• Lessons Learned: F@P technology responded to feedback; informed spring term planning

Q&A:
• Fall term plans are to resume in-person classes at pre-COVID capacity

6. Announcements and New Business
   ALL
   • Debbie Miller acknowledged Patti Mathay’s contributions to the University and to the PUP Committee and extended best wishes for her upcoming retirement.
   • No new business or announcements

7. Executive Session (when applicable)
   Elected committee members
   • No executive session held

8. Adjournment
   • Dave Beck adjourned the meeting at 2:55pm.

**Next Meeting:** Monday, April 12, 2021 – 2:00pm (Zoom meeting)