Classroom Scheduling in Response to COVID-19 Occupancy Restrictions

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Non-COVID-19 Year Classroom Inventory

<table>
<thead>
<tr>
<th>Room Ownership</th>
<th>Number of Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>189</td>
</tr>
<tr>
<td>Department Priority</td>
<td>105</td>
</tr>
<tr>
<td>Registrar</td>
<td>69</td>
</tr>
<tr>
<td>Registrar Priority</td>
<td>15</td>
</tr>
</tbody>
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COVID-19 Restrictions on Room Occupancy

- Restrictions to room use
  - Ventilation
  - Elevators
  - Technology (Nationality Rooms)
  - The “six foot rule”
  - Maximum capacity of 250

Identifying the Magnitude of Restrictions of Class Scheduling

- Early modelling estimates
  - 50% capacity
  - 33% capacity and 250 maximum

Finding Spaces

- Alternative spaces
  - Carnegie Museum rooms
  - Admissions rooms
  - William Pitt Union and O’Hara Student Union
  - UC Club
  - Craig Hall
  - Cathedral of Learning Lawn tent
  - Second Floor WWPH Provost Office suite

- Why not more off-campus locations?

Room preparations

- Room capacity determinations
- Room capacity signage
- Seat designation signage
- Desk migration
- Flex@Pitt technology
Rescheduling

- SIS and scheduling system update processes
  - Term start date and removal of room assignments
  - Reconfiguring scheduling software (25Live-Optimizer)
  - Additional meeting patterns
  - Time shifts to maximize passing time between classes
  - Class section note and course attributes to indicate teaching modality

Determination of Room Placement Criteria

- Rescheduling criteria

<table>
<thead>
<tr>
<th>CLASS ENROLLMENT CAPACITY</th>
<th>CRITERIA FOR PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>n &gt; 250</td>
<td>Remote (online)</td>
</tr>
<tr>
<td>60 - 250</td>
<td>Cohorted or hotelled</td>
</tr>
<tr>
<td>All non-lecture</td>
<td>Remote (online)</td>
</tr>
</tbody>
</table>

Rescheduling - Finals

- Fall Term
  - Adjust days and location for departmental finals
  - Move all other finals to remote

Timeline of Milestones

- Fall Term 2020-2021 (2211)
  - 10/20/19 - Fall term class section roll
  - 1/7/20 - Class section room submission deadline
  - 3/15/20 - Rooms assigned in early March
  - 3/20/20 - Student registration

Timeline of Milestones

- April / May - Taskforces
- COVID-19 restrictions of occupancy (six foot rule and maximum capacity)
- 5/28/20 - Modelling schedule to determine room need (50% assessment)
- 6/10/20 - Room capacity assessment
- 6/22/20 - Determination of room scheduling criteria
- 7/8/20 - Search for alternative spaces
- 7/8/20 - Rooms assigned
- Class sections update for start of term and removal of assigned rooms
- 8/7/20 - Rooms assigned, again
- Work with unplaced classes until term start

Lessons Learned From Fall

- F@P technology response to feedback
- Start dates changed in SIS prior to student enrollment
- Schools planned Spring Term scheduling knowing
- More time to place classed because term begin date pushed back