

Meeting Minutes  
Plant Utilization and Planning Committee  
**March 18, 2019**  
3-4:30 p.m. – G74 Hillman

1. Call to order

*Kathy Kelly, Co -chair, called the meeting to order at 3:04 p.m.*

2. Approval of February meeting minutes

*After committee review of the draft meeting minutes there was unanimous approval of the meeting minutes as written by all PUP committee members in attendance.*

3. Report from the University Registrar: Utilization of classroom and labs; Updates from the Classroom Management Team

- Christopher Coat, Associate University Registrar for Academic Support Services  
Annual update 2018 – 2019 Classroom Scheduling Trends
  - Classrooms are viewed in three ways: Registrar rooms, Department controlled rooms, and Department priority rooms
  - The department requests a room and the Registrar backfills classes and meetings into the rooms
  - Classes are placed as efficiently as possible using scheduling software (Collegenet's 25Live)
  - There has been an increased use in department priority rooms
  - There are eight rooms that can be used for capacity of 200 or greater
  - The majority of room requests are for 21-35 room capacity
  - The majority of classes fall on Tuesday/Thursday, then Monday/Wednesday/Friday, followed by Monday/Wednesday. 11 a.m. timeframe is full. 9 a.m. and 2 p.m. are not
  - Registrar rooms use standard meeting times; Department rooms are not required to follow the same pattern
  - At the time a department submits a Class Section Update form for a class section to be scheduled in departmental priority room, the room is reserved. The remaining time in the room is available to be scheduled for use by the Registrar.
  - Registrar Room usage goal is 66% (seat and room utilization)
  - Scheduling software is used to match requested features, capacity, and location
  - The Registrar controls 103 rooms on campus. Thirty are nationality rooms.
- Patti Mathay, University Registrar
  - Classroom renovations concentrated on two lecture rooms in Thaw Hall, 102 and 104. These rooms are now active learning classrooms with revolving seats. A few seats were lost in one room and gained in another. Bricks removed from the windows allow for natural light.
  - Two rooms in Langley Hall will become active learning classrooms
  - Cathedral ground floor rooms will also become active learning classrooms

- G8 is a tiered room that is currently not ADA compliant. This is a two-term project. 50-percent capacity will be lost
- G24 upgrades include painting and acoustics
- AV equipment is being updated in the Nationality rooms
- The Dean of the Law school is allowing undergraduate classes in the building

#### 4. Announcements

- Nothing to report

*Meeting Adjourned:* 4:05 PM

*Next meeting:* Monday, April 15, 2019 - 3 p.m. [272 Hillman]

- Update on projects related to **Student Life** at Pitt
  - Athletics
  - Housing
  - Recreation

#### **Remaining PUP Meetings for 2019**

- ❖ May 20
- ❖ June 17 - last meeting and PUP social