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 complaint. 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
     o Athletics
     o Housing
     o Recreation

Remaining PUP Meetings for 2019

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