

Plant Utilization and Planning Committee

**March 16, 2020**

2:00 PM to 3:30 PM

4065 Forbes Tower and Skype

1. Call to order and Introduction of attendees. The meeting was called to order by Co-Chair David Beck at 2:10 pm. All persons in attendance introduced themselves to the group. Note: due to COVID-19 group meeting limitations, some members attended via Skype.
2. Approval of January and February meeting minutes, minutes were approved.
3. University Registrar, Patti Mathay provided a brief report on instructional technology upgrades:
  - A/V equipment was installed in two nationality classrooms
4. Associate University Registrar, Chris Coat provided an overview on Utilization of Classrooms:
  - Available classroom inventory designated by room ownership by Department, Department Priority and Registrar
  - Fall and spring term class sections offered and classroom demand
  - Scheduling efficiency by room ownership (seat vs room utilization)
  - Overview of standard meeting times
  - Trends affecting future scheduling by demand and utilization efficiency
    - Determine what is required for active learning: technology, group writing surfaces, movable seating, etc.
    - Recently renovated rooms reduced seating capacity
  - Overall summary:
    - Departments have more classrooms than the Registrar's Office
    - However, departments can improve utilization efficiency by reducing number of classes during critical hours, and scheduling during standard meeting times.
    - There has been an increase in the total number of class sections offered and class sections needed over the last five years.
5. Question and answer period followed.
6. The meeting was adjourned by David Beck at 3:00 p.m.

**Remaining PUP Committee Meetings for 2020**

- ❖ May 18, 2020
- ❖ June 15, 2020