

## 2022-2023 Maseeh Room-Assignment Action Plan

**1. Please describe, in detail, your house's updated room-assignment process for first year students. This should include details of the process over the summer and the process during REX and Orientation.**

### The Summer Process

Roommates are chosen by Room Assignment Chairs (RACs) and their committee based off of the housing questionnaire that all first year students fill out. They prioritize common living preferences and habits, such as sleeping habits, room conditions and noise level, to reduce the potential for conflict between roommates. Then they are somewhat randomly placed into the correct room type in Maseeh, which is dependent on their room type rankings.

### The First Year In-House Readjustment Lottery

The RACs hold a first-year in-house readjustment lottery after REX moves are announced. The date, time, and location of the lottery will be emailed to the first years during orientation.

If a student would like to try to switch to a different room, they must enter the lottery. They can enter as an individual or as a group. The group can be the roommates that were assigned during the summer or it can be a new group of residents. If they enter the lottery and the previously assigned roommates do not, their assigned roommates may remain in the previously assigned room, but a new roommate will be moved into their spot.

Each person who enters the lottery will be assigned a random number. Beginning with the lowest number, residents in the lottery will be able to select where they'd like to live from the available spaces. If the resident was part of a roommate group in the lottery, the rest of the roommate group may join that resident assuming there are enough open spaces in the selected room.

By entering the readjustment lottery, they do not have a guaranteed chance to return to their previously assigned room if there are no other rooms that they prefer more available. By entering the lottery as a group, the group is not guaranteed the opportunity to room together. If there are no rooms with enough spaces for the entire group when it is the first person in the groups turn to select a room, the group will have to split.

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**2. How does the process allow for students who are overwhelmed to opt out of exploration and moving?**

Each first-year student in Maseeh is able to keep their summer assignment. Typically, 95% keep their original assignment.

**3. What is the level of upper-level student involvement? Are the first year students being assigned through an algorithm or another way?**

The Room Assignment Committee are upper-level students who work to place first-year students in roommate pairings and rooms. The committee will compare answers to the housing questionnaire and any supplemental Maseeh housing questions to make roommate matches. The RACs will hide identifying information so the upper-level students on the committee will not know the identities of the students they are comparing and matching.

**4. Please describe your house's upper-level student room-assignment process. This description should include any information about mid-semester roomswitches.**

Rooming Lottery

A. Definitions:

1. **Open Room:** a room without any residents currently assigned to it. A partially filled room is not open. All rooms occupied by residents who will be continuing to live in Maseeh Hall are considered occupied and are thus not open until the resident(s) living there choose(s) a different room.
2. **(Lottery) Tier:** Group of residents with the same number of housing points. 3. **Lottery Number:** Lottery numbers will be determined by a point system. Residents with more points will be awarded lower (better) lottery numbers. Residents with the same number of points will be given random lottery numbers within their tier. Residents with lower lottery numbers pick before residents with higher lottery numbers.

- B. Process - Uses an optimization algorithm that prioritizes housing points while giving students the right to stay in their current room.
1. The lottery takes place in three rounds as follows: singles, triples, doubles. All residents who are not assigned a room during the singles or triples lottery must enter the doubles lottery with a roommate.
  2. Residents may choose their roommates. If a resident does not have a roommate for the doubles lottery, they will be assigned a roommate based on a survey, if they choose to fill one out, or randomly otherwise.
  3. Residents submit room preferences in order from most to least desired for the current lottery. Residents can stay in their current room by placing it at the bottom of their preference list. If they do so, they will be guaranteed that room if they cannot get any room that is higher up on their preference list. If a resident fails to do so, they give up their right to stay in their current room.
  4. The algorithm goes down the list of residents in order of decreasing housing

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- points (prioritizing the people with the highest housing points), and assigns the resident in their highest ranked empty room. The person is put on the waitlist for any higher ranked rooms, and if a room opens up, the Committee looks at the waitlist for that room and give it to the resident on the waitlist with the highest number of housing points, if that room is ranked higher than the currently assigned room. This process continues until all residents have been assigned rooms, with the exception of the case in part 5. This algorithm ensures that if person A has fewer housing points than person B, person A will not be assigned to a room that is higher up on person B's preference list than the room person B is assigned.
5. Residents who do not have enough housing points to get a room on their preference list and did include their current room on their preference list (i.e. wanted a double but currently in a triple) will be assigned to a leftover room.
  6. Partially Open Rooms: Residents entering the doubles or triples lottery must do so with the right number of roommates, since all rooms must be consolidated by the end of summer. If there is an extra student without a roommate, or if cancellations occur that result in partially filled rooms, we will notify them during the summer that they must room with another person in a partially filled room.

C. Policies

1. Housing points are non-transferrable, and rooms may not be "willed" to other residents.

Mid-Semester Room Switches

To address the rights of residents to stay in their current room in circumstances outside of the normal housing assignment process.

Section 1: Definitions

**1. Normal Housing Assignment Process:**

- a. Either of the fall or spring housing lottery
- b. The first-year student housing assignment process

- c. Dorm transfer lottery assignees and other transfer students entering at the beginning of the semester

**2. Normal Rooming Rights:**

- a. The guarantee to at least get the room currently assigned given that it is on the resident's preferences list

**3. Partial Rooming Rights:**

- a. The guarantee to at least a room of the same type as currently assigned

Section 2: Policy

1. Students assigned rooms outside the above defined normal housing assignment process will not retain normal rooming rights, but instead retain only partial rooming rights as defined above.
2. When the partial rooming rights are exercised and a student is assigned a room during the lottery, the student will then gain full rooming rights on their duly assigned room.

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Housing Points

A. Definitions

1. ***Serving a Successful Term:*** A term ending early for any reason, including a term ending in resignation or impeachment, is not "successful," so no points will be awarded for the semester in which the term ends if the term ends early. A resident whose term ends early during the second semester of a one-year term will not lose the points they earned for serving the first semester.

B. Points are cumulative, and will be awarded at the end of the fall semester and right before the spring lottery, as follows:

1. 20 *Residency Points* for living the current semester in Maseeh Hall. Residents who moved into Maseeh Hall after the beginning of the semester will be awarded 10 Residency Points instead of 20 for that semester.
2. 40 additional points (awarded before the spring readjustment lottery only) for being a rising senior. A person can only gain these points once.
3. 40 points for successfully serving on Maseeh Hall Executive Council (MHEC) for the current semester
4. 30 points for successfully serving for the current semester as Chief Justice
5. [0-20] points for successfully serving for the current semester as Associate Justice (determined by the Chief Justice and Vice President)
6. [0-25] points for successfully serving for the current semester as a Floor Representative
7. Committee Chairs: A committee chair may earn [10, 30] points (in integer amounts) for successfully serving as a committee chair. This is to incentivize committee chairs to run outstanding committees and account for differences in workload required to chair different committees. The number of points will be determined by members on MHEC and the Justices.
  - a. The First-Year Student Representative does not earn committee points

- for chairing the First-Year Student Focus Group Committee.
8. Committee Members and “Other” Points: There is a cap of 30 total points (in all committees) per semester in this category.
    - a. Committee membership is determined by the Committee Chair and approved by MHEC. Committee Chairs must inform MHEC of the Committee Members and a suggested number of points for each Committee Member at least two weeks before points are awarded.
    - b. Other points may be awarded by MHEC directly for students completing certain tasks, such as volunteering X shifts/hours for CPW or REX, so that help can be recruited and incentivized when it is needed. There is a cap of 10 points per person per semester in this category.
    - c. The Justices and the Vice President will make the final call on points awarded in this “Committee Members and Other” category.
  9. MHEC will determine a fair way to prorate points for people who fill vacant positions part way into the semester.
  10. A resident who moves out of Maseeh Hall and later moves back to Maseeh Hall will retain all points they accumulated prior to moving out. No Residency Points will be awarded for time spent away from Maseeh Hall for any reason.
 

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  11. Under no circumstances may the RACs, MHEC, or anyone else award housing points for any reason not enumerated in this or the Constitution.
  12. If a committee does no work during a given semester due to the timing of the duties of that committee, then neither the Chair nor members of that committee will receive points for that semester (i.e. the CPW Committee does no work during the fall semester and will thus not get points for the fall semester).
  13. As stated in the Constitution, Judcomm can take away any “pending” points that a resident would earn in the current semester, including Residency Points. Disruption to the community is considered grounds for denial of points by Judcomm.

### Housing Point Bill

To address the housing points of MIT students who transfer into Maseeh.

#### Section 1: Definitions

##### **1. Transfer students**

- a. Permanent MIT students who transfer into Maseeh from other places.

#### Section 2: Policy

1. Transfer students shall have points as if they had gained 10 points per semester while they did not live in Maseeh. See examples:
  - a. Rising sophomore transfer: 20 points
  - b. Rising junior transfer: 40 points
  - c. Rising senior transfer: 60 points

## **5. What is the role of the AD in these processes?**

First Year Roommate Matching and Placement (Summer):

- Bi-weekly check ins with the RACs (either virtual or in person) to go over timeline, roommate matching, and room placement
- Update Heads of House on timeline and process
- Available for any conflict resolution needs for RACs or with students
- Be present for the First Year In-House Readjustment Lottery to help support the RACs, be available to answer questions, or help with any roommate matching
- Work with the RACs to inform the Heads of House of challenges that arise
- Confirm that the process has ended and that the roster is submitted to Housing and Residential Services

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Singles Lottery (January):

- Meet with the RACs to go over timeline and process prior to announcement to the house
- Check in with the Vice President of MHEC over housing point allocation
- Update Heads of House on timeline and process
- Check in during the process
- Work with the RACs to inform the Heads of House of challenges that arise
- Confirm when the lottery has ended and that an updated roster is sent to Housing and Residential Services

Upper-Level Student Lottery (Spring)

- Meet with the RACs to go over timeline and process prior to announcement to the house
- Check in with the Vice President of MHEC over housing point allocation
- Update Heads of House on timeline and process
- Check in during the process to support the RACs
- Troubleshoot any student questions or provide conflict resolution toward issues that arise
- Work with the RACs to inform the Heads of House of challenges that arise
- Confirm when the lottery has ended and that the roster is submitted to Housing and Residential Services

**6. What forms of evaluation are being considered for assessing the effectiveness of the new process? What ideas do you have for evaluation?**

- a. The RACs can send out a survey after placements are made for the first-year students and upper-level students after the lotteries.

- b. The newly elected First-Year Student Representative on MHEC also holds meetings with groups of first years to gather their feedback on their individual experiences and on the general housing process.
- c. The RACs and MHEC can review the process outlined in the laws for upper-level lottery to make sure it aligns with the house's goals and that what is written is what is practiced.
- d. The house is currently looking at the housing point allocation process. One option is creating a rubric or guideline for Committee Chairs so point allocation is consistent amongst committees and membership.
- e. The house is also considering how to balance the housing point system with other accommodations that students may need

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