Meeting Notes – January 8, 2016 12 PM to 1 PM SA 3200A
Time Module Task Force Meeting Minutes

PRESENT
Michael Hedrick, Audrey Katzman, Xinjian Lu, ZaNean McClain, Michael Moon, Glen Perry, Jason Singley, Lucero Wallace, Mitch Watnik, Meiling Wu

ABSENT
Eileen Barrett, David Lopez, Christina Sanchez

GUESTS
Brenda Madrigal

AGENDA
No Changes, Motion to accept agenda, vote approved. M/S/P

MINUTES
No Changes vote approved. M/S/P

AGENDA ITEM

1. Approval Agenda
- Jason Singley Motion to approve agenda, 2nd by Mike Hedrick.
  - All in favor, agenda approved.

2. Approval of Minutes
- Mike Hedrick Motion to approve agenda, 2nd by Audrey Katzman.
  - 9 all in favor votes.
  - 1 member abstain.
- Minutes approved.

3. Reports
- No reports

4. Consideration of New Proposal
- Visit from Brenda Madrigal representing the Parking Office. Suggestions from parking include: 20 minute breaks between class start times, spread class meeting pattern to include AM and PM starts plus Fridays, make attempts to stagger student arrival and departure times. Mitch noted that increasing passing times to 20 minutes would likely eliminate any available times for an University Hour.

5. Discussion of Features of the Proposals
- Proposal 1:
  - Possible College Hour at 3:15
  - Insert a 10 minute break into evening course blocks
  - No allowance for 5 unit courses
  - Aligns start times
  - Provides for students to schedule courses at approximately same times 4 day per week
  - Doesn’t provide 4 unit courses T-Th between 10 and 4 but opens more options for 3 unit courses

- Proposal 2:
  - No classes available on Tuesday’s and Thursday’s from 12:00PM to 1:00PM
  - Combination of other Modules and somewhat of a mirror of Pomona and San Marcos
  - Cohesive time slots for all days and units that can be taught
  - 10 minute gaps between all classes
Utilization of all days Monday thru Saturday
- An exception to the University Hour is that labs will be offered during this blocked time slot
- Possibly add a M-F as option to MW
- Could University Hour be M,T only?

Proposal 3:
- Possible to move University Hour to 2:00 on T,TH
- Would a 7 AM start be acceptable on T,Th?
- Allows for 1 (note that a 1 unit course would take up 1 day of a two-day, 2 unit time slot), 2, 3, and 4 unit courses. However, 4 unit courses are not allowed on MW during “prime time”
- 2 day per week, 3 unit classes (presumably the majority of classes) have 15 minutes between classes. Others have 10
- Allows 4 unit courses to be 3 days a week.

Proposal 4
- Maximize the alignment of start and end times of different schedules on a given day
  - More likely to schedule several courses in a compact window of time
  - Increased efficiency of room usage.
- 3 units courses offered on MWF or T,Th with encouragement to use Friday.
- No University Hour scheduled
- MW or WF available for 4 unit courses but not 3 unit courses
- University Hours could be inserted at 2 pm and subsequent blocks moved down

Action Items:
- Results from study by Engineering students
- Consider next steps to share proposals

6. Adjournment
Meeting adjourned 1:15 PM