Meeting Notes – October 23, 2015 12 PM to 2 PM
Time Module Task Force Meeting Minutes

**PRESENT**
- Michael Hedrick, Audrey Katzman, David Lopez, Glen Perry, Jason Singley, Mitch Watnik, Meiling Wu

**ABSENT**
- Eileen Barrett, Xinjian Lu, ZaNean McClain, FAC Member, Lucero Wallace

**GUESTS**

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

**MINUTES**
- No Changes vote approved. M/S/P

### AGENDA ITEM

#### 1. Introductions of Committee Members
- Introduction of Committee members.
- Committee went over purpose: the Executive Committee approved the creation of a task force to recommend time modules and final exams schedules for the classes on the semester calendar.

#### 2. Elect Committee of Chair
- Mitch Watnik agreed to act as the operational chair.

#### 3. Discussion
- Finish work on task modules by the end of winter quarter.
- Jason Singley talked about the work that was done with the time modules in the past.
- Mitch Watnik discussed what types of classes will be offered and what departments will offer as units. The class units will determine the time modules.
- Audrey Katzman met with Farzad Shahbodaghlo and the students out of the Engineering department to show them some of the modules that have been comprised. She asked them to create their own time modules with three or four unit modules. The Engineering students should have their time modules complete within 3 weeks.
- David Lopez to send out Cal Poly Pomona and CSU San Marcos time modules. CSU San Marcos time modules have a university hour.
- Action Item: Amanda to build graphical representation of the time modules for Pomona and San Marcos.
- Committee likes the Long Beach schedule.
- Jason Singley wanted to state that the committee needs to be thoughtful about the University Hour and when our campus is at a capacity.
- Glen Perry cautioned the committee of mixing 3 and 4 unit time modules because the campus could end up with dead time.
- David Lopez also mention in the San Marcos time module there are some exceptions to when classes can overlap the university hour.
- Audrey Katzman mentioned the committee needed to remember utilization. The campus doesn’t score high in utilization. Some classes are held in space that the CO’s does not consider lecture
Jason Singley stated that the availability of different size rooms on campus should be kept in mind when departments propose course capacities on new course proposals.

The committee discussed space, utilization, and rooms that are not designated lecture space. Also are the room capacities accurate and how to make the room’s situation better.

Mitch Watnik discussed how the CSU Sonoma Model might be a bit all over the place but they have class times for every possible time in a day.

The committee discussed the Monday Wednesday and Tuesday Thursday model and if the campus should change it with the new modules or leave it as it is.

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<th>4. Announcements</th>
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<tr>
<td>Next meeting schedule for Friday October 30th from 12 pm to 1 pm in SA 4350.</td>
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<td>The committee agreed to meet every Friday at 12:00, opposite the semester conversion steering committee.</td>
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<th>5. Adjournment</th>
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<td>Meeting adjourned 1:16 pm</td>
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