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

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>Michael Hedrick, Audrey Katzman, David Lopez, ZaNean McClain, Michael Moon, Christina Sanchez, Jason Singley, Mitch Watnik,</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABSENT</td>
<td>Eileen Barrett, Xinjian Lu, Glen Perry, Lucero Wallace, Meiling Wu</td>
</tr>
<tr>
<td>GUESTS</td>
<td></td>
</tr>
<tr>
<td>AGENDA</td>
<td>No Changes, Motion to accept agenda, vote approved. M/S/P</td>
</tr>
<tr>
<td>MINUTES</td>
<td>No Changes vote approved. M/S/P</td>
</tr>
</tbody>
</table>

**AGENDA ITEM**

1. **Call to order and approval of minutes**
   - Mitch Watnik ordered meeting to begin at 12:06 pm
   - Jason Singley motion to approve minutes, 2nd by Michael Hedrick.
     - 6 all in favor of amended minutes, 3 abstain.

2. **Introductions of new members**
   - ASI Senator of Science: Christina Sanchez.
   - FAC Representative: Michael Moon.

3. **Discussion**
   - Mitch Watnik brought new members up to date on the discussions of the last meeting.
   - Michael Moon: suggests reaching out to other campus schedulers in the universities that are also transitioning and ask where to start.
   - Mitch Watnik: discussed courses and units and how that will affect time modules.
   - Michael Hedrick: the committee should look at the time modules and decide which ones the committee likes and which ones will not work at East Bay.
   - Audrey Katzman: the committee should focus on the diagrams and find the best time to fit East Bay.
   - Mitch Watnik: discussed how the department of statistics and biostatistics offer 5 unit classes and Lucero Wallace has set aside rooms just for those classes.
   - Audrey Katzman: discussed having 4 unit classes in the morning, 3 unit classes in the middle of the day, and continue with 4 unit classes in the evening. Also discussed using 25 live to optimize space utilization.
   - Michael Moon: will we schedule classes on Saturday?
   - Audrey Katzman: in order to increase utilization the committee should consider Friday and Saturday scheduling.
   - Mitch Watnik: as a committee they can go through the time modules and find models that do not fit East Bay.
   - Audrey Katzman: some of the models that the committee is interested in, Audrey could reach out to the scheduler at CSU Sonoma and see how they managed their class sizes.
   - Michael Moon: When is the university hour?
   - Jason Singley: San Marcos model has campus hour in the middle of the day. But also has concerns that offering a university hour
Meeting Notes

October 23, 2015

Page 2

4. Announcements

• Next Meeting: November 13th from 12 pm to 1 pm in SA 3200A.

5. Adjournment

Meeting adjourned 1:04 PM

during 10 am and 2 pm when the campus is most impacted. Possibly having university hour at 3 pm.
• ZaNean McClain: discussed the impact on having the campus hour on a Tuesday Thursday schedule and effects on students.
• Jason Singley and Mitch Watnik both agree that having it on different days impacts many class scheduled.
• Audrey Katzman: suggested that faculty could also benefit for a university hour. It could allow for departments to schedule meetings. But also noted that there are both benefits and challenges to having a university hour. The committee can make models that have and do not have a university hour.
• Time module course the committee does not want:
  - CSU Bakersfield
  - Possibly CSU Pomona
• Committee discussed all models and time gaps between classes and how to utilize space and time. Committee wants to avoid a dead Friday.
• Action Item: The committee will create models to bring to the next meeting in 2 weeks.