Meeting Notes – November 20, 2015 12 PM to 1 PM SA 3200A
Time Module Task Force Meeting Minutes

PRESENT
Eileen Barrett, Michael Hedrick, Audrey Katzman, David Lopez, Xinjian Lu, Michael Moon, Christina Sanchez, Jason Singley, Lucero Wallace, Mitch Watnik, Meiling Wu

ABSENT
ZaNean McClain, Glen Perry,

GUESTS
Andishe Almasi, Shervin Baharmand, Farnaz Ganjeizadeh

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

MINUTES
No Changes vote approved. M/S/P

AGENDA ITEM

1. Approval Minutes and Introduction
   - Jason Singley Motion to approve minutes, 2nd by Mike Hedrick.
     - All in favor 8
     - 3 abstain
     - Minutes approved.

2. High Level Distribution of Classes
   - Committee discussed high-level distribution of class scheduling considering Monday Wednesday Friday schedules versus Tuesday Thursday schedules.
   - Lucero Wallace will send space reporting to see classroom use trends.
   - Increased enrollment will likely lead to more conflicts in scheduling classes.
   - The campus trend is to mirror the Tuesday Thursday class schedule.
   - Issues surrounding faculty teaching times were discussed.
   - Question brought up during the discussion:
     - What percentage of classes are at 6:30 pm and later?
     - What percent of classes are filled during a given time?
     - How does the committee move forward? Should modules be made to represent the various class schedules and cases be made for each? It was noted that some modules should include a university hour.
   - ASI representatives were asked if there is a preference for the university hour.
     - Preference is for Tuesday Thursday, between 10 am and 2 pm.

3. General Discussion
   - The committee will be able to discuss the tradeoffs of each module once they are developed.
   - There were concerns over having both two day and three day meeting patterns in one semester, and that this would lead to confusion among students.
   - The committee discussed some main objectives of the project:
     - Modeling and sections are dependent on 4 unit courses.
     - A critical issue is room size and waitlists.
     - Minimize classroom downtime. There should be no more than 15 mins of non-use.
- The committee reviewed Audrey Katzman’s goals document that was emailed out.
- What are the likely sizes of 4 unit classes?
  - Are they bigger or smaller?
- Discussion over offering multiple sections of each course so that students can keep a two day schedule.
- The committee also discussed that a culture shift on campus regarding the two day schedule.
  - On semesters a two day schedule may not be easy.
  - If a two day schedule is kept. It may be harder for the campus to grow. The notion on campus is that East Bay wants to grow.
- Concerns over parking and if the parking department should also have models.
  - CSU Bakersfield and CSU LA also had concerns over parking and its consequences.
- The committee discussed the days classes can be offered and possible resistance from members on campus.
- Committee discussed a hybrid suggestion of offering a Monday/Wednesday/Friday module where Friday is completely online. It would keep the two day meeting pattern.
- The statement was made that, everyone likes the two day schedule because it is feasible and it works. If research is done and it is determined that a two day schedule is not feasible, then faculty and students on campus will have to understand that.
- If faculty want a Monday-Wednesday schedule, maybe those classes can be offered at a particular time, instead of having them all over the day.
- There is a possibility of making the cluster courses Monday/ Wednesday/ Friday. Those courses are most likely full time students that are on campus.

### 4. Action Items

- Farnaz working with engineering students on modules for committee.
  - Two day schedule (Monday/Wednesday and Tuesday/Thursday)
  - Two and three day schedule (Monday/Wednesday/Friday and Tuesday Thursday)
  - Schedules with and without a university hour.
- Lucero Wallace to contact Nancy Thompson to bring the committee the number of cluster course offered.

### 5. Adjournment

Meeting adjourned 1:04 PM