Meeting Notes – December 11, 2015 12 PM to 1 PM SA 3200A
Time Module Task Force Meeting Minutes

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>Michael Hedrick, Audrey Katzman, Xinjian Lu, ZaNean McClain, Michael Moon, Glen Perry, Jason Singley, Lucero Wallace, Mitch Watnik, Meiling Wu</th>
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<tbody>
<tr>
<td>ABSENT</td>
<td>Eileen Barrett, David Lopez, Christina Sanchez</td>
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<td>GUESTS</td>
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<td>AGENDA</td>
<td>No Changes, Motion to accept agenda, vote approved. M/S/P</td>
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<td>MINUTES</td>
<td>No Changes vote approved. M/S/P</td>
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<th>AGENDA ITEM</th>
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| 1. Approval Agenda | • Jason Singley Motion to approve agenda, 2nd by Mike Hedrick.  
- All in favor, agenda approved. |
| 2. Approval of Minutes | • Jason Singley Motion to approve agenda, 2nd by Mike Hedrick.  
- 8 all in favor votes.  
- 2 members abstain.  
- Minutes approved. |
| 3. Reports      | Report from the Chair:  
- Mitch Watnik asked Lucero Wallace for a condensed schedule of classes. The document was sent out to the committee members.  
Report from the Co-Directors:  
- The Financial Aid referral (to make summer a trailing term instead of the leading term) was approved in the Steering Committee. The changes will be in effect in the Fall of 2016.  
- The Fit Gap report is being finalized. It will become a major component in the budget.  
- Semester conversion work will broaden in winter 2016.  
- Lucero Wallace and Eileen Barrett met with the Engineering students about their proposed time module. Their report could be finished within a week. |
| 4. Consideration of New Proposal | • Discussion of the ASI President’s time module.  
- Committee comments:  
  - The University hour is in prime scheduling time.  
  - Concerns over whether it is hard to get students back focused after having an activity.  
  - There needs to be data behind a certain time. For example how many classes are scheduled during 12 pm and 1 pm and what is the impact of having the University hour during that time?  
  - Committee had general questions about student feedback. |
| 5. Discussion of Features of the Proposals | • Committee discussed Lucero’s scheduling document and how many lectures are scheduled during each time block.  
• Enrollment numbers are higher and a goal will be to spread out students. |
The committee will invite Derrick Lobo to the January meeting.
Factors to consider in models
- East Bay is a Commuter campus.
- Classroom size.
Committee discussed the task of the task force and how to move forward.
The modules that move forward should all be feasible.
The committee could also come up with a side list of rules for class scheduling.
When getting campus community feedback, the campus should be asked what difficult decisions they are willing to make, and how people are making their priorities.
  - Committee wants to itemize key areas and ask for feedback.
  - The committee also wants to pilot test with associate deans including Brain Cook.
Modules have to utilize the space we have and allow for room East Bay to grow.
The committee wants to recommend clusters be Monday/Wednesday/ Friday.
  - There are also concerns on presentation and if this is an over reach of the task force.
  - There are some implementation concerns.
Action Items:
  - The authors of the proposed models are to make pros and cons of their models and present them to the committee.
  - Mitch to invite Derrick Lobo from parking.

### 6. Adjournment

Meeting adjourned 1:02 PM