# Meeting Notes – February 19, 2016 12 PM to 1 PM SA 3200A
## Time Module Task Force Meeting

**PRESENT**
Eileen Barrett, Michael Hedrick, Audrey Katzman, David Lopez, Xinjian Lu, ZaNean McClain, Glen Perry, Christina Sanchez, Mitch Watnik

**ABSENT**
Michael Moon, Lucero Wallace, Meiling Wu

**GUESTS**
None

**AGENDA**
No Changes vote approved.

**MINUTES**
No Changes vote approved.

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<thead>
<tr>
<th>AGENDA ITEM</th>
<th>ACTION</th>
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| 1. Approval of Agenda and Minutes | Agenda approved  
Minutes approved |
| 2. Report of Co-Chair | Mitch provided details of his presentation at the Steering committee meeting on 2/12/16 of the 4 modules for the Semester Conversion  
He informed the committee that the 4 modules were ready for updates and suggestions and that he would ultimately like to present two modules to the Senate  
Audrey made a note to edit the modules per the notes from the Steering Committee (see model notes)  
Mitch mentioned that once a model is actually chosen it will be easier to decide how many 3 and 4 units courses will be offered  
Each Model was reviewed and additional suggestions were added today |
| 3. Committee Members Input | The members added more feedback after reviewing the comments from each model  
Additional notes:  
M1 - 1. Section 9 start time for the 6pm class could be moved to 6:30  
2. Evening classes for all models can be more flexible  
Xinjian mentioned that Friday only courses may be very appealing to students and faculty with hectic M-T weeks  
4. The 15 minutes passing period is good  
5. Perry suggested a 2pm University Hour  
M2 - 1. 2 unit courses will be removed from all models  
2. Adding a 6:30-10pm (4 unit) and 6:30-9pm (3 unit) would be useful  
3. faculty/Depts. Could be more flexible with evening courses starting at 6:30 or 7pm because we have more space in the evening  
4. Models 1-4 could offer some Friday and Saturday only courses  
M3 – 1. Friday only would too difficult because it would make Wednesday too crowded  
2. The final schedule may be tough with Friday only courses, but MW and WF would be fine  
M4 – 1. Glen suggested that the comment about freshmen having a better schedule was accurate, because they have more options of M-F choices  
2. Remove 2 unit courses |

Mitch asked ZaNean if the models could be presented to FDEC on 2/25 because their input
would be very valuable
Mitch also asked David if this could be presented to ASI, and they decided on 3/9 at their 12-2pm meeting

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<th>6. Adjournment</th>
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<tbody>
<tr>
<td>Meeting adjourned</td>
<td>Meeting adjourned 12:50 PM</td>
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