End-of-Year Committee Reports   Due April 29, 2005

Academic Year: 2004 - 2005

Committee Name: Calculus Committee

Committee Chair: Gloria Hitchcock and Jessica Craig

Committee Members: Ray Collings, Jessica Craig, Ming Her, Gloria Hitchcock, Kouok Law, Margie Lewkowicz, Alice Pierce, Larry Powell, Barrett Walls, Robby Williams

MEETINGS

Dates of Committee Meetings:
10/01/04 12/04/04 1/14/05 3/18/05

Attach Minutes of Each Meeting.

Have minutes been sent to webmaster for posting to the web? Yes X No

Has the CCO for this course been reviewed, dated and sent to the Executive Committee Chair and the webmaster? Yes X No

TEXTBOOK INFORMATION

Was a textbook search done this year? Yes X No


Were the Teaching Guides created for each book and sent to the webmaster? Yes X No

If a textbook search was not done, when is the book in rotation for a search? _______
ASSESSMENT

Was assessment done this year? Yes____ No __X__

If so, list plans for review of this assessment.

If not, when is the course due for assessment? Create Assessment Instrument in 2005 – 2006 and give the assessment in 2006 - 2007

CHARGES

List the committee charges for the year and indicate the progress of each charge.

Charges

General Committee Charges for 2004-2005:
1. Announce all meetings well in advance, so that members and others may include them in their planning. If possible, establish regularly scheduled meeting times and dates and forward a copy to the Executive Committee Chair and the Webmaster for posting to the discipline web site.
2. Develop minutes of each meeting (even an email meeting), noting attendees and absentees, and distribute to the Discipline Group using the alias: math-faculty@gpc.edu
3. All committee proposals must be presented to the Discipline Executive Committee for review prior to being discussed and voted on at a Discipline Group meeting. Forward a copy of such proposals as a Word attachment in email to the Executive Committee Chair at least one week prior to the regularly scheduled Executive Committee meeting.
4. Review and update the Common Course Outline, Teaching Guide, and Comprehensive Course Guide (if applicable) to reflect curriculum, textbook, or policy changes. Forward a copy of any revisions to the Executive Committee Chair and each Department Chair/Coordinator as a Word attachment in email. End-of-Year revisions must be received by the third Friday in April for posting to the discipline web site.
5. Review the curriculum as it relates to course transferability, program outcomes, assessment findings, or reform mathematics trends and implement curriculum changes indicated.
6. Implement three-year assessment plan for course expected educational results as well as general education outcomes.
7. Distribute to each Department Chair a final exam version rotation plan for the entire year, if applicable.
8. Send an End-of-Year report to the Discipline Executive Committee Chair by the third Friday in April.
Specific Committee Charges for 2004-2005:

1. Analyze the results of the assessments given last year in Calculus I, II and III. Make course recommendations based on these results.
   
   This year, we reviewed the assessment results from last year. These results were not satisfactory. We plan add recommendations for the calculus instructors into the teaching guides. These recommendations include collecting homework, using a web enhanced homework tool such as iLrn; making available to students web sites (such as sosmath.com, http://series.brookscole.com/stewart, and visualcalculus.com) that will help them in their math.; making reviews of algebra available (such as, listing areas of the test where topics are reviewed, using web sites such as purplemath.com and http://series.brookscole.com/stewart); and recommending that the instructors make tests with two parts, one part with a CAS and one part done mainly by hand with only a basic calculator.

2. Conduct a textbook search.
   
   We successfully completed this search. The new text will be adopted for Calculus I in the fall. The new teaching guide should be ready by summer. The old text will be used for Calc II and III in the fall. The new text will be used for Calc I and II in the spring and by all three calculus classes by the summer of 2006.

3. Review the Credit-by-Exam tests for Calculus I and Calculus II.
   
   We decided to rework the Credit-by-Exam for Calculus II. This should be finished for the fall 2005 term.

List any committee specific charges for the next academic year.

Charges

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2. Develop minutes of each meeting (even an email meeting), noting attendees and absentees, and distribute to the Discipline Group using the alias: math-faculty@gpc.edu

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7. Distribute to each Department Chair a final exam version rotation plan for the entire year, if applicable.
8. Send an End-of-Year report to the Discipline Executive Committee Chair by the third Friday in April.

**Specific Committee Charges for 2004-2005:**
1. Create the assessment tool to give in the year 2006 - 2007
2. Create teaching guides for the new text for Calc II and III.
3. Review the Credit-by-Exam tests for Calculus I and Calculus II.

Committee Chair Signature: ________________________________