End-of-Year Committee Reports

Academic Year: 2004-2005

Committee Name: Math 1101 Committee

Committee Chair: Susan Nelson

Committee Members: Beryle Boyd, Madelyn Gould, Sandee House, Sharon Sanders, Carolyn Spillman, Pat Zrolka, Wendy Davidson

MEETINGS

Dates of Committee Meetings: October 1, March 18

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 No X

If so, list the names of approved books.

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? 2006-2007
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? 2005-2006 academic year

CHARGES

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 and charges for next year’s committee to the Discipline Executive Committee Chair by the third Friday in April.

Specific Committee Charges for 2004-2005:

1. Check to see how the texts are working out, especially the Harshbarger/Yocco text since it is new. Is the teaching guide helpful? Do any changes need to be made?

   We made some minor changes, but overall it has been working very well.
2. Review the content of Math 1101 since it will no longer be a prerequisite for Math 1113. What changes should be made to the teaching guides? Common course outline?

Changes were made to the CCO and approved by the division. All teaching guides were adjusted accordingly.

3. Consider the impact of the new Regents math course on Math 1101.

We did consider this. See the minutes.

4. Begin the assessment process anew. Before beginning, find out what help is available from the college for data analysis. Perhaps discuss this with D. Moon.

We solicited questions from the 1101 teachers, reviewed the past assessment, and set some guidelines for next year. See the minutes.

5. Consider what to do about assessment of general education outcomes.

This will be more fully discussed next year when choosing assessment questions.

List any committee specific charges for the next academic year.

1. Math 1111 needs to be assessed during the 2005-2006 academic year. Be sure to request the custom-designed scantron form, because this ensures that the results will come back to us.

2. Continue to press Addison-Wesley for a more robust online supplement for Harshbarger. (videos, more word problem questions)

3. Ask the 1111 committee to jointly work on gathering data that correlates the Compass score of a student with the student's grade in the course. This is in preparation for the following charge.

4. Consider having a lower placement score for 1101 than for 1111.

Committee Chair Signature: ________________________________