End-of-Year Committee Reports   Due May 3, 2006

Academic Year:  2005-2006

Committee Name:  Math 1113 Committee

Committee Chair:  Behnaz Rouhani

Committee Members: Said Bagherieh, Amos Darrisaw, Wendy Davidson, Ilene Grant, Rodney Hunter, Sharon Keener, Albert Lu, Sharon Sanders, Jackie Spann, Robby Williams.

MEETINGS

Dates of Committee Meetings: September 9, October 11, November email meeting, February 28.  

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

If no, attach minutes of each meeting.

Has the CCO for this course been reviewed, dated and sent to the Executive Committee Chair and the webmaster? If the document has not been sent to the webmaster, please attach it.

The CCO for this course was updated in February 2005 and the version posted on the discipline website is current.  

Yes  X  No

TEXTBOOK INFORMATION

Was a textbook search done this year?  Yes  X  No

If so, list the names of approved books.
Were the Teaching Guides created for each book and sent to the webmaster?

*The Default textbook for this course, that is Mathematics for Calculus, by Stewart, Redlin and Watson revised edition (5th edition). As a result the teaching guide for this text was changed. In addition, the teaching guide for the alternate textbook (Functions and Graphs, A Graphing Approach, 4th edition) was reviewed after it was in use for one semester.*

Yes _X_  No ___

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

2007-2008

**ASSESSMENT**

Was assessment done this year?  
Yes _X_  No ___

If so, list plans for review of this assessment.

*The assessment results will be sent to OIRP for analysis. The committee will review the results in fall 2006.*

If not, when is the course due for assessment?  
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**CHARGES**

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

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.

- The teaching guide for the Stewart text was updated to reflect the changes present in the 5th edition. Also, the teaching guide for the Larson text was updated to make it more in line with the Expected educational results.
- The CLEP for Precalculus was reviewed and a cut-off score was set for that exam, and sent to the executive committee for their approval.

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.

The committee put together an assessment tool that will take the place of the final exam during the spring semester 2006.

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 and Webmaster by the third Friday in April.

List any committee specific charges for the next academic year.

1. Write the assessment report based on the data collected in spring 2006.

2. Review the teaching guides and common course outline. Several topics covered in the teaching guides are not listed as expected educational results. These topics should either be added as expected outcomes or removed from the teaching guide. In addition, some topics are listed as outcomes but are not covered in one of the textbooks.

Committee Chair Signature: Behnaz Rouhani