Math 1113 Committee Minutes

Math 1113 committee met on Friday, September 9, 2005 at 1:00 pm. at the Clarkston Campus.
Members present: Ilene Grant, Albert Lu, Jackie Spann, Robby Williams, Behnaz Rouhani
Members with excused absences: Said Bagherieh, Wendy Davidson, Rodney Hunter, Sharon Keener, Sharon Sanders
Other member absent: Amos Darrisaw

The charge for this committee is the assessment of the Math 1113 course. Based on the input from the committee that put together the instrument in year 2000, it was decided that this committee puts together a 30 multiple choice question final examination to be given to all Precalculus classes in spring 2006. In this way we will be able to test every item on the “Expected Educational Results (EER).” The plan is to have the exam ready for fall finals so that couple of willing committee members could give it to their classes as a pilot test. Then, based on the feedback we can fix any problems that may arise

1. To put together the assessment instrument it was decided to form subcommittees. Following is how the tasks are divided among subcommittees:

<table>
<thead>
<tr>
<th>Subcommittee Task</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>EER #1 – 8</td>
<td>Albert Lu, Robby Williams, Sharon Sanders, Rodney Hunter</td>
</tr>
<tr>
<td>EER # 9 – 14</td>
<td>Ilene Grant, Said Bagherieh, Behnaz Rouhani,..</td>
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<tr>
<td>EER # 15 – 20.</td>
<td>Amos Darrisaw, Wendy Davidson, Jackie Spann</td>
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</tbody>
</table>

2. In order to streamline the work of the committee and ensure consistency among various subcommittees the following guidelines were adopted:
   - Each member in their respective subcommittees will work on two EER items, and come up with 3 questions for each assigned EER.
• In choosing questions, make sure the topic is discussed in both Stewart and Larson books.
• Type questions in WORD, using the equation editor.
• No formatting – Use Times New Roman font 12 only in typing the matter.
• Type the EER followed by the questions.
• Multiple choice questions should have 4 choices.
• Do not use “none of the above” choice for any of the questions.
• Use lower case letters for choices (a, b, …)

3. After compiling all the questions a representative from every campus will collect all the questions from subcommittee members, put them together, and then forward the document to Behnaz Rouhani.

4. In order to stay on course with the work at hand please note the following deadlines that were decided upon:
   • Campus representatives will send the compiled questions to Behnaz Rouhani on October 4, 2005.
   • Behnaz Rouhani will compile all questions and send the rough draft of the assessment instrument to the committee members by email on October 7, 2005.

5. Please mark your calendars for our next meeting on October 11, 2005 during Faculty development day. In that meeting we will brainstorm about the assessment tool that we have put together.

6. Other business - It was decided to contact Andrea Kesterke (Thomson Publishing rep) and inform her that we do not want to switch to the newer edition of Stewart book for the spring semester.

Issues that are to be discussed at a later date
• What type of Scantron form to be used for assessment purposes?
• Do we plan to analyze the data ourselves or wish to send it off?
Do we want to give the assessment to full semester classes as well as first half and second half classes?

Meeting was adjourned at 2:15 pm.