Math 1113 Committee Minutes

Math 1113 committee met on Tuesday, October 11, 2005 at 12:15 pm. at the Clarkston Campus.
Members present: Said Bagherieh, Amos Darrisaw, Ilene Grant, Rodney Hunter, Albert Lu, Sharon Sanders, Jackie Spann, Robby Williams, and Behnaz Rouhani
Members absent: Wendy Davidson, Sharon Keener

Following are the issues discussed and the decisions reached:

- During the meeting we went through the 60 question assessment tool that all members put together, and we picked the 30 questions that best tested each outcome. This assessment tool will be sent to all members. – Behnaz Rouhani

- Each committee member will work out each problem making sure the provided keys are correct and proof-read the questions.

- The committee will put together a formula sheet to be used during the assessment by the faculty who teach this course. This formula sheet will include, *double angle, half angle, sum and difference identities*. --- Ilene Grant will put together this sheet and would send it to all members for their approval.

- The math faculty will be informed about the assessment in spring 2006, and the existence of the formula sheet. This formula sheet will be sent to all faculty ahead of time in November/December, so as they know how to organize their course in spring 2006.

- A separate email will be sent to the department chairs requesting them to inform their adjunct instructors about the assessment in spring 2006, the use of the formula sheet, and that this assessment will take the place of their final exam.
• A copy of the assessment tool will be sent to the department chairs after spring break in 2006. Faculty will be informed that incase they would like to see the assessment tool they need to see one of the committee members.

• This assessment tool will not be piloted in fall semester 2005, as the committee members who teach Math 1113 have already informed their students about the nature (not being multiple choice) of their final exam.

• This assessment tool will only be given to full and second half semester courses.

• Availability of different types of scantron forms will be checked by the following members:
  Alpharetta – Said Bagherieh
  Lawrenceville – Sharon Sanders / Albert Lu
  Decatur – Amos Darrisaw
  Clarkston – Jackie Spann
  Dunwoody – Behnaz Rouhani

Decision as to whether to send off the assessment results to the “Institutional Effectiveness” for analysis is held off for now until we gather some more information from them in regard to the time frame, and other logistics. – Robby Williams

Meeting was adjourned at 1:30 pm.