Math 1113 Committee Minutes

Math 1113 committee met on Tuesday, February 28, 2006 at 12:15 pm. at the Clarkston Campus.
Members present: Said Bagherieh, Amos Darrisaw, Ilene Grant, Rodney Hunter, Albert Lu, Wendy Davidson, Jackie Spann, Robby Williams, and Behnaz Rouhani
Members absent: Sharon Keener, Sharon Sanders

Following are the issues discussed and the decisions reached:

- Instruction sheet for Math 1113 assessment was read and approved by all members present.
- The following committee representatives on each campus will be responsible for logistical issues during the assessment process:
  
  Clarkston – Jackie Spann
  
  Decatur – Amos Darrisaw
  
  Dunwoody – Behnaz Rouahni
  
  Lawrenceville – Robby Williams
  
  Rockdale – Wendy Davidson

- The instruction sheet will be sent to all faculty via email after spring break.
- Two copies of the assessment tool, one with key and one without will be sent to all committee members.
- For printing the answer sheets we need to purchase three reams of paper at approximately $7.10 each. Robby will contact department chairs of the large three campuses to purchase one ream of Xerox Extra Bright Laser Paper, 24 lb. The OIRP will start printing answer sheets as long as they are reimbursed in a timely manner. The printing of the answer sheets will take at most 2-weeks.
Patti Gregg in the Office of the Institutional Effectiveness will be contacted in regard to the information needed for printing the answer sheets. Since Robby has been the contact person with the OIRP, he will ask them to send all answer sheets to him. Then, the committee members on Lawrenceville campus will divide up the answer sheets for every campus and send them to the committee representatives on other campuses via campus mail. The committee representatives will give these answer sheets to their department chairs during the week of April 10-14 for distribution among faculty.

Committee representatives on each campus will be responsible for creating answer keys on the special paper provided by the OIRP for all faculty members teaching Math 1113 on their campus. These answer keys will be given to the department chairs for distribution during the week of April 10-14.

Copy of the assessment tool + formula sheet + instruction sheet will be sent to the department chairs after spring break. They will be requested to copy and distribute these among their full-time and part-time faculty who teach Math 1113. The department chairs will be reminded that the answer sheets and answer key for the assessment will be forthcoming during the week of April 10-14. They will be requested to collect all answer sheets from their respective faculty by the deadline stated in the instruction sheet (noon, Friday, May 12).

The committee representatives on each campus will collect the answer sheets from their department chairs and give them in person to Lynn Lefebvre (Secretary, Dunwoody Math Dept.) on Monday, May 15.

All these answer sheets will then be collected by Behnaz Rouhani and given to Patti Gregg in the OIRP for analysis.

Meeting was adjourned at 1:00 pm.