To: Executive Committee of Mathematics/Computer Science/Engineering
   Academic Group
From: Margie Lewkowicz, Conference Committee Chair
Subject: End-of-Year Report
Date: April 20, 2004

Membership: Kim Bennekin, Donna Brouillette, Jessica Craig, Calandra Davis, Peggy Deierhoi, Ming Her, Kouok Law, Laura Lowrey, Sohayla Mohebbi, Gerri Pringle, Susan White, and Margie Lewkowicz

The 17th Annual GPC Mathematics Conference was held on Friday February 6th and Saturday, February 7th, 2004 on the Lawrenceville Campus.

Registration:

The number of registered participants was 148.
   ♦ Seventy-seven were from GPC.
   ♦ Three were from local high schools.
   ♦ Nine were sponsor/publisher representatives.
   ♦ Seven were no-shows—which includes four from GPC.

The following list shows the conference attendance from previous years:
   ♦ 2003 - 128 participants
   ♦ 2002 - 139 participants
   ♦ 2001 - 148 participants
   ♦ 2000 - 111 participants
   ♦ 1999 - 117 participants
   ♦ 1998 - 118 participants
   ♦ 1997 - 126 participants

The number of registrants for meals was as follows:
   ♦ Lunch (Friday Afternoon) - 111
   ♦ Dinner (Friday Evening) - 76
   ♦ Breakfast (Saturday Morning) - 50

Workshop registration was as follows:

   Friday:
   ♦ Dr. Larry Lesser, “Bountiful Beautiful Multiple Representations” - 34 participants
   ♦ Dr. James Stewart, “How to Enliven the Mathematics Classroom” - 36 participants

   Saturday:
   ♦ Dr. Chris Harrow, “Lab Approach to a College Algebra Course” - 26 participants
   ♦ Dr. Robert Panoff, “Mathematical Modeling as an Interactive Learning Environment: Inquiry-Based Strategies for the Classroom” - 28 participants
Short Course registration was as follows:

Friday and Saturday:
♦ Professor Peg Greene, “Developmental Algebra Using a Function Approach” - 10 participants

Evaluations:

Participants generally rated the Conference Good or Excellent. Specifics follow:

Friday: Number of Evaluation forms returned: 25

♦ Lunch: Excellent: 9  Good: 9  Fair: 1
♦ Dr. Peskoff: Excellent: 11  Good: 8  Fair: 1
♦ Exhibits: Excellent: 8  Good: 8  Fair: 1
♦ Snack: Excellent: 7  Good: 3  Fair: 5
♦ Dinner: Excellent: 11  Good: 3  Fair: 1
♦ Dr. Lesser: Excellent: 14  Good: 1  Fair: 1
♦ Overall: Excellent: 11  Good: 6  Fair: None

Saturday: Number of Evaluation forms returned: 18

♦ Breakfast: Excellent: 7  Good: 8  Fair: None
♦ Snack: Excellent: 3  Good: 2  Fair: 1
♦ Overall: Excellent: 11  Good: 3  Fair: None

Comments:

Parallel Sessions:
♦ Two people indicated that they would like parallel sessions repeated on Saturday.
♦ One person suggested offering more parallel sessions in addition to the workshops on Saturday.
♦ One person stated that he/she learned something at all sessions attended.
♦ One person indicated that parallel session presenters were very well prepared.

Workshops:
♦ Eleven people indicated they would like workshops both days.
♦ One person said he/she prefers workshops on Saturday only.
♦ Two people indicated they prefer workshops on Friday only.
Food:

♦ We had many comments stating that the food served at the dinner was excellent.

GMATYC Meeting:

♦ Many people liked having the GMATYC Meeting before dinner.

Other:

♦ One person would like to rotate the conference back to Clarkston.
♦ Two people suggested that the Hometown Inn should not be included in the list of recommended places to stay.
♦ Two people indicated that although the dinner speaker was very good, they would like more time to mingle with colleagues and talk during dinner.
♦ We had many comments stating that the B-Building Atrium was an outstanding location for the Conference. Many stated that they often missed the keynote speaker because they were working at either the registration table, or the GMATYC table. They were very pleased that this year, they were able to hear all the speakers while remaining at their designated area. Having the speakers, food events, exhibits, and registration/GMATYC tables in one large area was very well received.
♦ We had many comments that the technology in the classrooms was outstanding.
♦ We had many comments stating that everyone was helpful and that they enjoyed the conference.
Finances:

The 2004 Conference had an income of $7,685.00. We had expenses of $6691.83, so overall the conference account balance increased by $993.17. Specifics follow:

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Beginning Balance (6/2/2003)</td>
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<tr>
<td>Revenue:</td>
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<td>Deposits</td>
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<td>$170 Vendor</td>
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<td>External Registration</td>
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<td>Keynote Speaker Expenses:</td>
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<td>Curtains</td>
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<td>Publications (Print Shop)</td>
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<td>Transportation (For GPC Faculty who drove Keynote Speaker and Dinner Speaker to the airport)</td>
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Ending Balance $12,487.69
Chair’s Notes:

We have plastic “GPC Math Conference” bags that can be used next year. Some signs may also be reused. We also have rulers and AMATYC Canvas bags that can be used next year.

Additional expenses in the areas of travel, lodging, and honorariums were incurred this year due to the addition of the Dinner Speaker and the Short Course. We also had an additional expense of $700 for curtains. This was due to the fact that Lawrenceville Campus does not presently own any curtains. Normally, curtains are borrowed from the Clarkston Campus, however, if they are unavailable an outside company is used. For our Conference, the curtains were rented from Tables & Chairs, Inc.

Changes in 2004 Conference

The format of the conference was very much like last year’s. Below is a list of changes in 2004.

1. The entire conference was held in the B-Building of Lawrenceville Campus. On-site registration, GMATYC information table, exhibits, keynote address, and all food events were held in the Atrium. All parallel sessions were located in classrooms on first and second floors of the B-Building. The short course was held in a classroom on 3rd floor.

2. A 6-hour short course (3 hours on Friday and 3 hours on Saturday) was offered. The Short Course, sponsored by the T³ Institute, focused on teaching algebraic content in the developmental algebra level.

3. The GMATYC Meeting was held before the dinner.

3. A dinner speaker was invited to both inform and entertain conference participants. Dr. Larry Lesser presented a “Math Song Sing Along” during dinner.

4. Registration targeted a more extensive list of University System of Georgia Schools.

5. No dinner was held Thursday evening, as the keynote speaker’s flight was delayed due to inclement weather.

7. Each parallel session was 45 minutes in length.
Charges for Next Year’s Conference Committee

General Committee Charges for 2004-2005:

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 one week prior to the regularly scheduled Executive Committee meeting.

4. Send an End-of-Year report to the Discipline Executive Committee Chair by the third Friday in April.

Specific Committee Charges for 2004-2005:

1. Plan and execute a high quality, fiscally responsible mathematics conference for 150-175 attendees.

2. Investigate the possibility of having a GPC/GMATYC Conference.

3. Investigate the possibility of using an outside printing service to design the Call for Proposals, Registration Forms, and Programs.

4. Work with the Student Activities Committee to award the $250 honorarium scholarship to a deserving student. (This scholarship came about several years ago when keynote speaker Susan Wood donated her $250 honorarium back to GPC).

5. Consider what do to with the large (and growing) balance in the GPC Math Conference Account. Some alternatives include student scholarship, faculty travel or professional development awards, or something else that would benefit students and/or faculty. The proposal could be presented to the discipline for approval.

7. Generate an attendance report including participants by name, school, state, etc. Summarize important facts and trends for the End-of-Year report.

8. Address, in the End-of-Year report, the changes that were made in the conference and how the conference was affected by each of these changes.